MDD 03-14 V1.0   18 March 2014
Mandatory airside safety awareness training (ASAT)

Introduction
This notice is to advise of new, mandatory, airside safety training requirements at Glasgow Airport.

Background
All staff who have access to external airside areas are exposed to unique hazards that may not have been encountered before by that individual. This notice describes a new requirement for basic safety training to be undertaken; this will be known as **Airside Safety Awareness Training (ASAT)**

Scope
This process is applicable to all airside users including Glasgow Airport Limited staff, those tenants and control authority staff who are holders of security ID passes which grants the holder unescorted access to external airside areas.

External airside areas are identified on an ID pass by any of the following area numbers: 4, 5, 6 or 7. Those who do not have this access, do not need this training although it is recommended that it is completed.

Process
In order to provide a consistent approach to airside safety, an online training and assessment package has been developed and must be undertaken by all ID pass holders at the application or renewal stage, before a pass with the areas listed above will be issued or renewed.

Glasgow Airport's policy is for all relevant persons employed at Glasgow Airport, who access the airside area, irrespective of their employer or function, must undertake the online training module and assessment.

All relevant personnel are required to refresh their competence by undertaking the online module at least every five years. A check will be undertaken by Glasgow Airport at each ID pass renewal stage.

For more information please contact
Ian Wilson on 0141 8482 7571 or email or ian_wilson@glasgowairport.com

It is the responsibility of all employers to ensure that the relevant MDD/MDN's 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.

Cost
The ASAT module is provided free of charge by Glasgow Airport .

Access
ASAT is available online and can be accessed at www.asatglasgow.com

On the launch page, enter the password: **letmein**

You will then be able to progress through the training. Some modules contain short videos and animation so computers should be equipped to allow this. There is no sound included in the modules.

Once all modules are completed, you must complete a short multi-choice assessment.

How to login for the Assessment
The assessment link will take you to our "Redkite" system. You will have to log in separately to take the assessment as explained below.

Airside Drivers (Training undertaken since July 2013)
If you have undertaken the new airside driving course since July 2013 then you are automatically registered on the system. If this applies to you, your username and password is your ID pass number. Please enter these details and complete the assessment.
Example:
Username: G10 1234
Password: G10 1234

Non-Airside Drivers (Or if trained before July 2013)
If you have not undertaken the new driver training course, you should register at the link provided and use your new login details to access the assessment.

On completion of the assessment, you should download and print a copy of the test results. This must be produced at the ID centre at the initial issue or renewal of a pass. Alternatively, you can request a copy of the training certificate to be emailed to them by contacting airfield_operations@glasgowairport.com stating their name, their employer and date the test was undertaken. Any questions should be directed to airfield_operations@glasgowairport.com.

Validity
This MDD is effective immediately and remains effective until 31th December 2016 or until it is incorporated into the Aerodrome Manual.

Amanda McMillan
Managing Director.