

AIRSIDE SAFETY NOTICE

REFERENCE:	11/24	ISSUE NO.:	1
TITLE:	AIRSIDE DRIVER APPLICATIONS IN ID GATEWAY - UPDATE		
DATE OF ISSUE:	28 th June 2024		
VALID FROM:	28 th June 2024		
VALID TO:	31 st August 2024		
ACCOUNTABLE PERSON:	MATTHEW WILSON	TEL:	4383
LIST OF APPROVERS:	Ian Wilson	TEL:	4535
TYPE OF NOTICE	DOCUMENT STATUS		
		DRAFT	RELEASED
	Airside Works	<input type="checkbox"/>	<input type="checkbox"/>
Safety Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Change to Aerodrome Manual Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
DISTRIBUTION TO:	<input checked="" type="checkbox"/> INTERNAL	<input checked="" type="checkbox"/> EXTERNAL	<input type="checkbox"/> AS INDICATED AT END

EXECUTIVE SUMMARY

The purpose of this notice is to update all companies of progress to which will see **all** ADP applications currently made through Airside Operations into the ID Gateway system in the same way as ID passes are currently applied for and collected.

ASN

AIRSIDE SAFETY NOTICE



Any safety critical information relevant to airfield users will be promulgated by the Accountable Person by issuing an **Airside Safety Notice (ASN)**.

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

Managers must ensure that any contractors for whom they are responsible are fully briefed and comply with relevant ASNs. Recipients will be expected to retain them for reference until the expiry date or the ASN is superseded.

As appropriate those persons on the circulation list are to arrange their own internal distribution to relevant personnel.

ASNs should be displayed in a prominent position such as a notice board or other suitable position which will provide the widest dissemination to all staff. Departments should identify a suitable method of document control of notices.

All departments and organisations should impact assess this ASN and ensure that appropriate briefings are given to all front line personnel.

See below for a list of effective ASNs.

The following ASN's remain effective:

REFERENCE	ISSUE NO.	TITLE	VALID UNTIL	DISTRIBUTED TO
ASN 01/24	1	AIRSIDE SAFETY FOCUS & CAMPAIGNS FOR 2024	31 st December 2024	ALL AIRSIDE STAKEHOLDERS
ASN 04/24	1	RE-INSTATEMENT OF CHARGES FOR ASES REPORTS	31 st December 2024	ALL AIRSIDE STAKEHOLDERS
ASN 06/24	1	AIRSIDE BEHAVIOURAL FOCUS AREAS MAY & JUNE	30 th June 2024	ALL AIRSIDE STAKEHOLDERS
ASN 08/24	1	MANOEUVRING AREA ACCESS REQUIREMENTS	31 st December 2024	ALL AIRSIDE STAKEHOLDERS
ASN 09/24	1	AREA JULIET - TOWING OPERATIONS	31 st July 2024	ALL AIRSIDE STAKEHOLDERS
ASN 10/24	1	CONTROL OF VEHICLES BY ATC	31 st December 2024	ALL AIRSIDE STAKEHOLDERS

AIRSIDE SAFETY NOTICE

PURPOSE

The purpose of this notice is to update all companies of progress to date which will see all Airside Driver Permit (ADP) applications currently made through Airside Operations via e-mail being migrated onto the ID Gateway system in the same manner as security ID passes are currently applied for and collected.

This will also mean that the administration of the application for, and collection of, ADPs, will be managed by the Security ID Centre.

UPDATE

The migration process was re-commenced in January 2024 and hoped to be completed and rolled out by March this year. The GLA airside driver database required to be prepared for import and updated with current driving permit details. This was completed and sent to ID Gateway who have integrated the data and we're ready to progress to the next stage of the rollout. Since then, regular meetings with ID Gateway, Airside Operations and the GLA ID Centre Team have taken place to ensure a smooth transition.

We are also introducing an appointment system to collect driving permits akin to the existing security ID pass process at the ID Centre. This additionally ensures the ID Centre can control the output of driving permits for auditing purposes. Driving permits will only be issued following booking and attending at the appointed time.

This system should be in place by end of July 2024 at which time all current drivers permit data will be uploaded into ID Gateway and rolled up to date.

From the determined go-live date, all permit applications and issuance will be managed via ID Gateway and the ID Centre respectively who will issue physical ADPs.

INSTRUCTIONS

Full instructions are in the attached Airport Operating Instruction 040 Airside Driving Permit Applications through ID Gateway.