

Chief Executive's Directive

CED 22/26 Compulsory Training

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Review Date: **Issue date +3 years**

This Directive replaces CED 09/23 which can now be destroyed

Objective

The purpose of this Directive is to inform all partners operating at Edinburgh Airport of the Compulsory Training that must be completed before an airport ID pass can be issued to any new employee or any current employee requiring a re-issue pass.

General

All staff that hold an EDI pass must be given information, training and instruction on the following courses prior to an ID pass being issued.

General	Information
Armed Attack Video (Stay Safe)	For all staff: https://youtu.be/WDiv-PwEde4
Fire Safety & Evacuation Training	For all staff: See current Fire Safety, Fire Evacuation Procedures & Training CED 14/26 for more details or contact firetraining@edinburghairport.com
Health & Safety Induction Video	For all staff: https://www.edinburghairport.com/pages/edinburgh-airport-induction
Environmental Awareness Training	For all staff: https://www.edinburghairport.com/pages/enviromental-awareness-training
SCaN Video	For all staff: https://scan.highfieldlearning.com - Select option: SCaN for All Staff – Individual - Staff should input the company they work for

It is the responsibility of each Partner to ensure their staff receive this training and provide recorded evidence using the form (Appendix A) which is required to be uploaded in each staff ID pass application. Contractors must also continue to follow the Management of Third Parties SOP. Contact ccru@edinburghairport.com for more information.

In addition:

Ramp Employees	Information
Aircraft Turnaround Video	In addition to the general requirements to be authorised to operate airside at Edinburgh Airport, all Ground Handling Agent staff and persons whose role brings them into contact with aircraft on stand (those people who have an ID card that includes numbers 4, 5, 6 or 7) must complete this training. This includes Edinburgh based aircrew. 15 min video showing the significant risk of operating close to live aircraft. This is the responsibility of each Partner to ensure that their staff receives this training. Link: https://www.youtube.com/watch?v=3LdsVxRrFv0

Retail Employees	Information
Fire Marshal Training	In addition to the general requirements all staff who work in a retail unit within the Edinburgh Airport terminal must complete the following: 15-minute theory training on the roles and responsibilities of being a Fire Marshal at Edinburgh Airport. Link: https://www.edinburghairport.com/pages/fire-marshall-training-retail

Information:

In addition to the general requirements above all staff who routinely work on the airside ramp area, or control the movement of passengers, are required to receive other compulsory training courses before authorisation is given to perform certain operational tasks e.g. driving airside, operating loading bridges, controlling the movement of passengers. These are considered specialist tasks and need to be recorded by Partners and are subject to audit, but evidence is not required to obtain an ID Pass.

Approved by: **Gordon Dewar – Chief Executive Officer**
 Gillian Pollock – Chief People Officer

Appendix A

Compulsory Training

This form must be provided with ID applications to confirm employees have received compulsory training for the use of an ID pass:

Name of Company:	Name of Employee:
General	Date of Training
Armed Attack Video (Stay Safe)	
Fire Safety & Evacuation Training	
Health & Safety Induction Video	
Environmental Awareness Training	
SCaN Video	
Ramp Employees	Date of Training
Aircraft Turnaround Video	

NB. It is the responsibility of the Authorised Signatory to ensure all employees meet the above requirement.

Company Authorised Signatory: _____

Date: _____