

SOP-MRS-SAF - CCRU Infringement Policy

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Function:

Authorised: MRG
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- 1. Contents
- 2. Amendments and Distribution
 - 2.1 Amendments
 - 2.2 Distribution
 - 2.3 Replacement
 - 3.0 Scope
 - 4.0 Process
 - 4.1 Principles
 - 4.2 Enforcement
 - 4.3 Infringements & Type
 - 4.4 Review
 - 4.5 Investigation
 - 4.6 Asset Recovery
 - 4.7 Audit
 - 4.8 Escalation Process
 - 4.9 Infringement Letter
 - 4.10 Example of Infringement Notice
 - 5.0 Appendix

2.1 Amendments

Issue No	Issue Date	Comments / Changes
1	Aug 23	Creation of CCRU Infringement Policy

2.2 Distribution

Controlled Master Copy	People and Planning (HR) MRS
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2.3 Replacement

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To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

3. Scope

The purpose of issuing an Infringement Notice is to ensure that all infringements of rules and regulations are recorded, dealt with and recurring failures addressed. The CCRU Department has developed this infringement process which is specific to contractors operating at Edinburgh Airport.

The infringement scheme is intended to be co-operative involving all operators at Edinburgh Airport. It is not EAL's intention to direct or control airport operators own discipline or internal regulatory procedures. The scheme varies depending on the issuing department from Airside, Control of Contractors, Fire and Security.

Companies will be notified of any financial penalties incurred and will be invoiced for the fines imposed for their infringements.

4. Process

4.1 Principles

1. Ignorance of rules is not an acceptable excuse.
2. Except where a situation is dangerous, or where there is reason to believe that a serious violation may have occurred, companies will be given a short time to rectify any findings although this is at the issuing officer's discretion.

4.2 Enforcement

Enforcement will take the form of inspections/patrols/information provided by staff from the various departments involved within the Infringement Scheme. They will look at all operations. If an unsafe practice or operation is witnessed, the practice or operation may be halted, and an Infringement Notice will be issued to the person(s) responsible.

4.3 Infringements & Type

The CCRU will issue an infringement for any breaches of the current CCRU Standard Operating Procedure. This will also include any unsafe working practices that have been witnessed by any member of staff.

There are two categories of Infringement Notice, these are Warning and Infringement. Both types of Infringement Notice are detailed on the same form and will be marked accordingly.

A copy of any issued Infringement Notice will be sent to the company representative. If this is unknown it may be issued to the client or work requester to issue directly.

Fire Infringement Notices: Further action may be taken in the instances where a Fire Alarm procedure has been breached. EAL may recover costs to the business upon an investigation.

EAL Departments reserve the right to upgrade a Warning to an Infringement Notice if, through investigation, it is found that the individual has been previously cautioned for a similar incident.

The reason for issuing an infringement and its type will be at the CCRU issuing officers discretion.

4.4 Review

It may be deemed necessary to review the reason of any infringement if any patterns occur and changes to the operating procedure amended on a temporary basis to ensure compliance with EAL SOP procedures.

When any review is underway the CCRU may prevent access to site until conclusion of the review.

4.5 Investigation

EAL Departments are responsible for investigating all incidents and accidents that occur.

When any investigation is underway the CCRU may prevent access to site until conclusion of the investigation.

4.6 Asset Recovery

EAL reserves the right to recover any costs associated with damage caused by any incident to the operation, loss or interruption to the business process due to incidents occurring through accidents, unsafe working practices or breaches of the current CCRU Standard Operating Procedure.

4.7 Audit

EAL Compliance Department or his/her appointed representative(s), will decide on any further action required and will advise the individual's manager or supervisor of such actions.

4.8 Escalation Process

The table is a guide only and will be escalated as per a review or investigation deems necessary. Escalation will be the CCRU discretion.

Infringement No.	Infringement Type	Penalty
1 st	Warning	N/A
2 nd	Infringement, Investigation and Review	£500
Asset Recovery	Asset recovery may be added to any Infringement if deemed necessary by Edinburgh Airport Ltd.	As Required

4.9 Infringement Letter

Where an infringement has been issued a letter will be sent to the company advising them of the notice as noted in Appendix. Letter will be sent via email to the company.

Appendix A

Example of Infringement Notice

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Infringement - Details	
Name	Operative Name
Company	Company Name
Location	Airport Location
Authorisation To Work No. EAL-ATW- or N/A	ATW No. If Present
Date	Date

Infringement - Non-Compliance Details

- Failing to Register on site
- Authorisation To Work (ATW)
- Contractors Pass
- Failure to follow Terms of Authorisation To Work (ATW)
- Unsafe Working Practices
- Illegal Parking
- Illegal Smoking
- Abusive or Violent Conduct
- Failure to return Issued Access/Documents

Incident Details

Incident Details:

Work carried out in location and task which is not covered by an ATW.

Action Taken

- Warning
- Infringement

Issued

Issued By: CCRU

Appendix B

Example of Infringement Letter



Edinburgh Airport
EH12 9DN
Scotland

T: +44 (0)844 448 8833
W: edinburghairport.com

DD MMM YYYY

[INSERT COMPANY NAME ADDRESS]

Dear [INSERT NAME]

INFRINGEMENT NOTICES

Please be advised of the following Infringement Notices that have been issued to your company.

In line with Edinburgh Airports Infringement Procedures, I am writing to advise you of the following invoice due to compliance failures by your company on site.

Copy of the Infringement Notices have already been emailed to your company when they were issued.

Date	Contractor	INF Notice	Location	Details of Non-Compliance

If you have any queries regarding this or require any further information in relation to these incidents, please do not hesitate to contact me.

Yours sincerely,

Contractor Compliance Controller
Email: ccru@edinburghairport.com

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(Company number: SC096629). Registered office is at
Edinburgh Airport, Edinburgh EH12 9DN.
VAT registration number 123 4230 62.