

Chief Executive's Directive

CED 01/23– Compulsory Training Re-Issue

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This Directive replaces CED 24/20 which can now be destroyed.

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 DVD (Stay safe)	For all staff: https://youtu.be/WDiv-PwEde4
Fire Safety & Evacuation Training	For all Staff: See current Fire Safety & Evacuation training CED 08/22 for more details or contact firetraining@edinburghairport.com
Health & Safety Induction Video	For all staff: https://www.edinburghairport.com/pages/edinburgh-airport-induction
Escorting Temporary Pass Holders (Airside Passholders Only)	Refer to CED 08/19 or https://www.edinburghairport.com/about-us/doing-business-with-us/id-centre/id-pass-regulation
Environmental Awareness Training	For all staff: https://www.edinburghairport.com/pages/enviromental-awareness-training
Covid-19 Flysafe Training	For all staff: https://flysafe-training.edinburghairport.com

It is the responsibility of each Partner to ensure their staff receive this training and provide recorded evidence using form (**Appendix A**) and present it to the ID Centre prior to passes being issued. Contractors must also continue to follow the Management of Third Parties SOP. Contact ccru@edinburghairport.com for more information.

Ramp Employees	Information
Aircraft Turnaround Video	<p>In addition to the general requirements to be authorised to operate airside at Edinburgh Airport, all Ground Handling Agent staff and persons <u>whose role brings them into contact with aircraft on stand</u> (those people who have an ID card that includes numbers 4, 5, 6 or 7) must complete this training. This includes Edinburgh based aircrew).</p> <p>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.</p> <p>Link: https://www.youtube.com/watch?v=3LdsVxRrFv0</p>

NB: Internet explorer version 11 is required to view the above links, if you have any issues please contact your IT department.

Passenger movement control employees	Information
In addition to the general requirements all staff who are responsible for controlling the movement of arriving/departing passengers must complete the following:	
EDI Passenger Movement Training (theory only)	<p>In addition to the general requirements all staff who are responsible for controlling the movement of arriving/departing passengers must complete the following:</p> <p>1-hour theory training on controlling the movement of passengers at Edinburgh Airport. Must be delivered by Authorised Trainers using the approved programme.</p> <p>Currently authorised to deliver this training; Edinburgh Airport, Jet2.com, Menzies Aviation, Omniserve & Swissport</p>

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
Gillian Pollock – HR Director

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 DVD (Stay Safe Video)	
Fire Safety & Evacuation Training	
Escorting Temporary Pass Holders (Airside Passholders Only)	
Health & Safety Induction video	
Environmental Awareness Training	
Covid-19 Flysafe Training	
Ramp Employees	Date of Training
Aircraft Turnaround DVD	
Passenger Movement Training (theory)	

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

Company Authorised Signatory: _____

Date: _____