

Supplier On-Board Pack

Supplier Guide to doing business with
Edinburgh Airport

Version 24 - June 2024

Purpose of this document

The Supplier On-Board Pack is a general guide to the relevant policies and procedures related to being a supplier with Edinburgh Airport and to operate safely and successfully.

This document should only be signed and returned to EAL on the request of an EAL Representative.

Safety is of paramount importance to Edinburgh Airport so in order to do business with us we require that you acknowledge that you have read and understood the contents of this Supplier On-Board Pack.

The acknowledgement form is found on the last page of this document.

Please sign and return the final page of the document either by post or e-mail to:

Head of Procurement
Edinburgh Airport Limited
Procurement Department
Terminal Building, Second Floor
Edinburgh
EH12 9DN

eal_suppliers@edinburghairport.com

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1. Welcome to Edinburgh Airport

Edinburgh Airport is Scotland's busiest airport and one of the most dynamic in Europe. It is located 5.8 miles west of Edinburgh City Centre and is situated just off the M8 motorway.

As the fifth busiest airport in the UK by passenger numbers, over 12 million passengers per year use our services and this number is growing.

Over 40 airlines make use of Edinburgh Airport, providing an average of more than 300 flights a day. Most flights from the airport are within Europe but we also support a number of transatlantic routes. Our most popular UK destinations include Heathrow, Gatwick, Birmingham, Belfast and Bristol. Further afield, Amsterdam, Dublin, Paris, Frankfurt, New York, Geneva and Madrid are among our most visited destinations.

It is the fifth largest airport in the UK and employs over 5,000 people, contributing hundreds of millions of pounds to Scotland's economy. Edinburgh Airport is proud to work in partnership with customers, suppliers, business partners, and employees.

For more information about Edinburgh Airport go to www.edinburghairport.com

We look forward to working with you at Edinburgh Airport.

2. What Edinburgh Airport looks for in a Supplier

Naturally our tendering processes and award criteria will be different depending on the type of goods and/or services being procured. However, we will typically award on the basis of most economically advantageous tender with competition being our primary vehicle to demonstrate the delivery of value. Areas that will be looked at when assessing suppliers include:

- Safety and environmental records
- Integrity - ethics and sustainability
- Value for money
- Quality of product and/or service
- Standard of performance and technical capability
- Delivery performance
- Reliability - get things right and deliver against commitments
- Transparency
- Simplicity
- Risk management capability
- Ability to support attainment of short term goals as well as long term objectives
- Innovation that delivers benefits
- Stability

Additionally, Edinburgh Airport expects all Suppliers to either have as a minimum its own policies which are no less stringent than the EAL Professional Conduct Policy and the EAL Speak Up Serious Concerns Policy or to adhere to these policies if the Supplier does not have such policies in place. These policies can be found at www.edinburghairport.com/policies

3. Terms and Conditions

Edinburgh Airport's Terms & Conditions for the Purchase of Goods and/or Services are our minimum conditions of trading. A copy of the Purchase Order Terms & Conditions can be found at www.edinburghairport.com/poterms

In addition to these Terms and Conditions, Edinburgh Airport has a suite of contract templates available for use to suit different procurement requirements. All items will be procured using the most appropriate Edinburgh Airport contract for the works, services or goods being procured.

Edinburgh Airport operates a 'No PO, No Pay policy'. Please do not provide any works, services or goods to Edinburgh Airport without a valid PO.

4. Who to Contact

Procurement - Contact Details

Procurement's role is to help Edinburgh Airport get value for money in purchasing the goods and services it needs to run the company. This varies from business stationery, courier services and uniforms, to temporary staff to air-bridges, runway de-icers and civil engineering works.

If you have any questions regarding your contract, please contact:

Procurement Team

Tel: 0131 344 3062

Tel: 0131 344 3071

eal_suppliers@edinburghairport.com

If you have any questions about your supplier status or to verify bank details, please contact:

Finance Team - Contact Details

If you have any questions about your invoice or payment status, please contact:

Accounts Payable - Queries

Tel: 0131 348 4604

Email: eal_payables@edinburghairport.com

If you have submitting an invoice or please issue it to:

Accounts Payable - Invoices

Tel: 0131 348 4604

Email: eal_invoices@edinburghairport.com

5. Getting Set Up as a Supplier

Any Supplier that wishes to do business with Edinburgh Airport must first be approved and set up on the procurement system. Once this has occurred, Purchase Orders can be raised to the Supplier for goods and/or services.

The Edinburgh Airport Procurement Department will issue a New Supplier Request via NetSuite for completion by the supplier. The Supplier will receive a link via e-mail to an online form where they must insert the relevant request number (RNXXXXXX) and fully complete the form.

Supplier Set-up Process

1. The Supplier must read the Supplier Onboard Pack and send the signed acknowledgement form to EAL_Suppliers@edinburghairport.com.
2. The Supplier must complete the New Supplier Request Form using NetSuite.
3. The Supplier must provide Bank Details on a company letter headed paper and send to EAL_Suppliers@edinburghairport.com.
4. If requested, the Supplier must provide a current credit rating report and send to EAL_Suppliers@edinburghairport.com.
5. Suppliers are requested to read and sign the Supplier Sustainability Pledge and send to EAL_Suppliers@edinburghairport.com.

The Supplier Set-up Application form asks Suppliers to provide the following information:

General Suppliers		
Supplier Request Number	Please enter the Supplier Request Number that is included in the 'Edinburgh Airport New Supplier Onboarding' email.	
Company Name	The legally registered name as held by Companies House (or similar national register of companies if based outside the UK). If the trading name is different, please note (i.e. company name trading as trading name). Also, this must be the name that appears on invoices.	
Phone	This is the number for enquiries relating to purchases.	
Email	Purchase Orders are e-mailed automatically to this address. <i>Up to two email addresses can be provided. We would recommend including a shared mailbox as well as an individual's email address.</i>	
Remittances Email	Remittance Advices are e-mailed automatically to this address. <i>Up to two email addresses can be provided. We would recommend including a shared mailbox as well as an individual's email address.</i>	
Street Address	The legally registered address of the organisation	
City		
State		
Post Code		
Country		

Invoicing Site Address (if different from the Supplier)	The invoicing site address if different from the supplier	
City (Invoicing)		
State (Invoicing)		
Country (Invoicing)		
Post Code (Invoicing)		
Will your company be delivering to or working on site	Yes or No	
Supplier's Contact Name	Supplier's Customer Account Manager.	
Supplier's Contact phone number	Phone number for Supplier's Customer Account Manager.	
VAT Reg No.		
Company Reg No.		
Company Type	Sole Trader or Limited Company	
PAYE (IR35)	Does each individual employed to provide a service to EAL pay PAYE? Please indicate Yes/No?	
Currency	Currency that the supplier will be paid in, EAL pay in either Pound Sterling, Euro or USD.	
Payment Term	Payment Terms (Standard 60 days). Unless SME (30 days) For SME criteria – See section 6 of the Supplier onboard pack.	
To qualify for SME (Small Medium Enterprise) payment terms you must comply with at least 2 out of the following 3 criteria (evidence must be provided):		
Annual Turnover (not exceeding £632K)		
Balance Sheet Total (not excluding £316K)		
Number of Employees (not exceeding 10)		
CIS Suppliers		
CIS Registered	Is your company CIS registered? Yes/No?	
CIS Unique Taxpayer Ref No.	Please provide your CIS UTR No.	
CIS Works	Please confirm if all the works being provided to EAL or EASL will be construction related (and fall under the CIS Scheme) or will they be providing a mix of CIS and non CIS related works? Yes/No/Both?	

Bank Details

Any future changes to the bank account details provided at set up must be brought to the attention of the Procurement team by e-mailing eal_suppliers@edinburghairport.com at the earliest opportunity.

Construction Industry Scheme (CIS)

Construction Industry Scheme is a scheme administered by HM Revenue & Customs (HMRC) to ensure that tax is collected from all payments made to businesses providing construction type services. Below are examples of types of operations which are within CIS (this list is not exhaustive):

- Foundations
- Actual construction, alteration and civil engineering
- Installation of power, pipe and telecoms lines
- Road construction
- CCTV installation
- Fire protection systems
- Fitting floor coverings
- Painting and decorating
- Repairing street furniture
- Repairs to windows, doors and security barriers
- Repair to roads and bridges including white lining
- Demolition of buildings, structures and tree felling
- Site clearance
- Scaffolding

Any supplier who will be carrying out maintenance or construction work on an Edinburgh Airport Limited property which falls under the CIS scheme must be registered with HMRC before they can commence work on site. If Edinburgh Airport Limited allows works to be on site without verification of the subcontractor's CIS status it will be liable, not only for the tax, but may also be subject to significant financial penalties.

At Supplier set up, Edinburgh Airport will verify with the HMRC Government Gateway your CIS details. Until this is received, payments cannot be made.

Edinburgh Airport and Edinburgh Airport Services Limited are considered to be end users for construction services. Therefore we require, for both our records, that you provide your formal end user confirmation which we can complete and return to you.

For Suppliers undertaking repair, maintenance, construction or installation work that fall under the CIS Scheme it is imperative that;

- Edinburgh Airport has details of the Supplier's Unique tax reference and Company registration number.
- Any quotations provided to Edinburgh Airport clearly state the specific elements of the works which fall under CIS
- Any invoices submitted for CIS related works must include a full break down of the Labour, Plant and Material used in association with the CIS related works carried out.

Should a CIS Supplier fail to comply with any of the requirements above, this could result in Edinburgh Airport being unable to process payment until such failure is resolved.

For more information regarding CIS please visit www.hmrc.gov.uk

Safety Management Systems - Third Party Shared Risks

Third parties include the staff of employers working on Edinburgh Airport premises such as contractors, tenants (e.g. airlines, handling agents), concessionaires (e.g. retailers, caterers), statutory undertakers (e.g. CAA, Police, BT, SEPA) and their agents or contractors.

Hazards resulting from the activities of these third parties create potential risks to airport staff, members of the public, the environment and the operation of the airport.

EAL, as controller of the premises, is responsible for coordinating the control measures to deal with these risks whilst the other employers have a legal responsibility to co-operate with the application of the measures.

EAL will inspect tenants or concessionaire's premises, examine third parties' fire/induction training records, risk assessment procedures and health, safety and environment policy strategy.

The first stage of this process is to ensure that all suppliers doing business with EAL have appropriate safety management systems in place.

A checklist of essential Health, Safety and environmental competencies is detailed in the table in Annex 1.

This **must** be completed and supporting evidence provided to ensure that your Company meets current statutory health, safety and environment legislation and your Duty of Care commitments.

If your company has current accreditation to ISO 45001, *or* is a member of a competency scheme accredited to either PAS 91 *or* Safety Schemes in Procurement (SSIP) you do not need to complete the EAL questionnaire but may submit proof of your accreditation instead.

Accreditation links:

<https://www.pas91construction.co.uk/>

<http://www.ssip.org.uk/about-SSIP.asp>

6. Supplying Goods and/or Services to Edinburgh Airport

Netsuite

Edinburgh Airport uses NetSuite for creating and managing Purchase Orders, and for managing Supplier details and processing payment. In addition, it integrates closely with our maintenance management system.

Requisitions are raised by Edinburgh Airport NetSuite users known as "requisitioners". Every requisition must be approved before a Purchase Order is created. Once fully approved, a PO number is created, and a PDF version of the PO is automatically e-mailed to the Supplier.

The Purchase Order will provide all the necessary details regarding the item description, price, delivery location, bill to address and PO number to quote on the invoice. Once a Purchase Order has been received by the Supplier, work can commence.

Edinburgh Airport operates a “No PO, No Pay policy”. Please do not provide any works, services or goods to Edinburgh Airport Limited without a valid PO.

Providing a quote

All requested quotes should be provided in writing and include item descriptions, item costs and any additional costs such as delivery.

Payment Terms

Edinburgh Airport’s standard payment terms are 60 days.

Micro-entities, as defined by the Companies Act 2006, qualify for reduced payment terms of 30 days.

To qualify for such reduced payment terms the supplying company must meet 2 out of the 3 following criteria;

- Turnover – Not more than £632,000
- Balance Sheet Total – Not more than £316,000
- Number of Employees – Not more than 10

Micro-entities must make the Procurement Department aware of their status when submitting their company set up form, otherwise standard terms will apply until Edinburgh Airport received formal notification of micro-entity status.

Invoicing and Getting Paid

When the service and/or goods have been provided, an invoice should be submitted to your Edinburgh Airport local contact to ‘receipt’ the goods/services and a copy to the Accounts Payable department for payment processing. Invoices should only be submitted for goods and services that are covered by an approved Edinburgh Airport Purchase Order. Invoices that do not reference an Edinburgh Airport Purchase Order number will be rejected.

Important note: Edinburgh Airport’s payment run takes place on the **15th** of each month.

Should your invoice become due after the 15th of the month please be advised that your payment will be processed on the following run.

All invoices must be submitted to eal_invoices@edinburghairport.com in pdf format our OCR system (Automated data extraction tool which reads text from a digital image) will not read word or excel files.

Invoice queries should be addresses to eal_payables@edinburghairport.com

Sample Invoice

Invoice to:		Company Letterhead															
Edinburgh Airport Limited		Company Name															
Accounts Payable		(must be same as on PO)															
Finance Department		Company Address															
Capital House		Edinburgh Airport Contact Name: John Smith															
Edinburgh																	
Invoice Date/Tax Point: xx/xx/xx																	
Invoice Number: xxxx																	
Edinburgh Airport PO number: 60000XXXX																	
Delivery Date: xx/xx/xx																	
PO Line No.	Item Number/Description	Quantity Invoiced	Unit Price £	Invoiced Amount £	VAT rate												
1	Part no 12345 Test product for sample invoice	5	£2.50	12.50	20%												
2	10mm silver product for a test invoice	10	£1.00	10.00	20%												
				<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Total amount before VAT</td> </tr> <tr> <td colspan="2">£22.50</td> </tr> <tr> <td colspan="2">VAT at 20.0%</td> </tr> <tr> <td colspan="2">£4.50</td> </tr> <tr> <td colspan="2">Total invoiced amount</td> </tr> <tr> <td colspan="2">£27.00</td> </tr> </table>		Total amount before VAT		£22.50		VAT at 20.0%		£4.50		Total invoiced amount		£27.00	
Total amount before VAT																	
£22.50																	
VAT at 20.0%																	
£4.50																	
Total invoiced amount																	
£27.00																	
<p>Payment terms: 60 days</p> <p>Company Registration No: xxxxxx</p> <p>VAT Registration Number: xxx xxxx xx</p> <p>Bank Account Details for payment: xxxx</p>																	

How to ensure that your invoice is received

All invoices should be emailed to your local Edinburgh Airport contact and copied to eal_invoices@edinburghairport.com

All invoices must have, as a minimum, the following information:

- The full bill to address for Edinburgh Airport Limited
- The full Edinburgh Airport Purchase Order (PO) number
- A unique invoice number (even if resubmitting an invoice that was rejected)
- The tax point date
- The line number from the PO that the invoice refers to if there were multiple PO lines
- The Item Description from the PO to which the request for payment refers
- Quantity, price and value should all be the same as shown on the Purchase Order
- The same Supplier name as shown on the PO
- The invoice site address must match that provided at Supplier set up stage
- The invoice currency must be as stated on the original PO

Please ensure that an invoice does not quote a previously issued PO number that has already been fully receipted and billed.

How to track the status of an invoice

Once an invoice with all of the required information has been received by Edinburgh Airport your local Edinburgh Airport contact will verify the goods or services on the invoice have been received and ensure that the requisitioner receipts the items/value received in NetSuite.

Accounts Payable will add the invoice to NetSuite and match this invoice to the receipt and payment will go out in line with the payment terms.

If any line of the invoice does not match the PO item description or price then the whole invoice is placed on hold and the requisitioner is asked to confirm and as appropriate, the requisitioner may reissue the PO or the Supplier may be asked to issue a credit note and reissue a new invoice.

Any questions relating to the matching or payment of an invoice should be e-mailed to eal_payables@edinburghairport.com

Credit notes

When issuing credit notes a copy should be sent to the Accounts Payables Department and your local Airport contact.

Your credit note must include the original invoice number and the Edinburgh Airport Purchase Order number to which the credit note refers should be quoted.

All credit notes must be submitted to eal_invoices@edinburghairport.com in pdf format, our OCR system will not read word or excel files.

Credit notes will be applied immediately to enable processing of the invoice.

Resubmitting an invoice

In correcting any returned invoice for resubmission, hand written corrections to the original invoice will not be accepted in any circumstances. Once an invoice has been returned, for any reason other than not having a valid Purchase Order number, the same invoice cannot be re-submitted for payment as Edinburgh Airport's systems will reject it as a duplicate. To avoid this, ensure that the resubmitted invoice is given a new invoice number.

Customs and Excise

Customs & Excise need to be made aware that the Supplier will be trading electronically. The Supplier will need to write to the local HMCE office and advise them that they are submitting invoices electronically if this has not been done before. This must be done during the first 30 days of electronic trading. The relevant legislation is – Regulation 13a of the HM Customs & Excise VAT Regulations 2003/3220 and Public Notice 700/63, both of which were published in December 2003.

7. Being an On-Site Supplier

If the Supplier will have staff based at Edinburgh Airport or will be providing on-site services at Edinburgh Airport there are additional processes that have to be completed.

Contractor Compliance Review Procedure

Any Supplier that will be involved as a contractor with engineering or construction works at Edinburgh Airport must follow the Contractor Compliance Review Procedure

This can be found on Edinburgh Airport's website at www.edinburghairport.com/ccru.

This exists to track the number of contractors working at Edinburgh Airport and to ensure that appropriate control measures are in place for all approved works.

These include Risk Assessments, Method Statements, Inductions, and procedures to obtain necessary passes and permits.

All persons carrying out any construction or engineering work must be approved and have a current Control of Contractors permit.

All contractors **must** report to the Control of Contractors Registration Unit (CCRU) at Edinburgh Airport Contractors Registration Office prior to work commencing.

Control of Contractor Registration Unit (CCRU) – Contact Details

CCRU
Forth Building
Edinburgh Airport
EH12 9DN
(Sat Nav: 55.944021, -3.351989)

Tel 0131 344 3144 or 07887 628823
E-mail: ccru@edinburghairport.com
Website: www.edinburghairport.com/ccru
Office hours are 08:00 – 16:00, Monday – Friday

ID Centre – Contact Details

Any questions relating to the security ID process should be directed to Edinburgh Airport's ID Centre using the details below. Additionally, information can be found at www.edinburghairport.com/idcentre.

Edinburgh Airport ID Centre
Forth Building
Edinburgh Airport
EH12 9DN
(Sat Nav: 55.944021, -3.351989)

Tel: 0131 344 3292 Fax: 0131 344 3391
Email: idcentre@edinburghairport.com

Opening hours: Monday – Friday: 08:00 – 16:00
Out of hours contacts: Security Control Centre: 0131 344 3254 or Security Search: 0131 344 3870

Temporary Security ID Pass for Airside Access

For Suppliers that are not based at Edinburgh Airport but are providing short term (1-5 days), one-off work airside, they will need to have a temporary pass. The Supplier must liaise directly with their Airport Contact as the Airport Contact will need to sign for the temporary pass.

The Suppliers' staff will need to show proof of ID through a valid passport, national identity card or for UK nationals; a UK photo card driving license can also be accepted when receiving the temporary pass. The pass will not be issued without Proof of ID. A person with a temporary ID pass must be escorted airside **AT ALL TIMES** by someone with a full airside ID Pass.

No temporary pass is required for landside airport access.

Permanent Security ID Pass

All Suppliers that will have staff based at or make frequent visits to Edinburgh Airport must ensure that their staff are issued with an Edinburgh Airport security ID pass. This ID pass must be worn at all times and clearly visible at chest height. There is a sundry charge to Suppliers for ID passes issued.

Where multiple members of staff require passes, the Supplier must be accepted into the ID scheme and will have obligations to provide company references and appoint authorised signatories on the company's behalf. The authorised signatories will sign staff application forms for security ID passes and maintain accurate records relating to these cards. Please note that it usually takes between 6-8 weeks for a company to be set up as an authorised signatory at Edinburgh before being able to issue security ID passes to staff.

Application Process for Permanent Security ID Pass

The process for awarding security ID passes is tightly governed by a directive from the Department for Transport. Please find detailed below an outline of the current process.

1. Supplier is awarded a contract with Edinburgh Airport.
2. Supplier completes Form 14 - Initial Enquiry Form from the Edinburgh Airport website www.edinburghairport.com/idcentre and returns it to the Edinburgh Airport ID Centre.
3. The ID centre will process Form 14 then e-mail the Supplier the application pack, which will include the ID Scheme Agreement, Authorised Signatory Nomination Form (Form 16) and New Account Request Form.
4. All forms in the application pack need to be completed and returned to the ID Centre. The quicker this is done, the quicker the Supplier will be set up.
5. Once the application pack forms have been processed and the Supplier has successfully joined the ID scheme, the ID Centre will set up an appointment to brief the proposed Authorised Signatory on their responsibilities.
6. Upon completion of the briefing, the Authorised Signatory can submit application forms to the ID Centre for all staff requiring airside access. They will need to provide the following:
 - Form 1 completed
 - 5 year history references (staff should not obtain their own references)
 - Criminal record check
 - General Security Awareness Training (GSAT)
 - Proof of identity
 - Compulsory Health & Safety training

If the staff won't need to go airside, a landside pass can be requested instead. The following will need to be provided:

- Form 1 completed
 - Proof of identity
 - Compulsory Health & Safety training
7. ID Centre will contact the Authorised Signatory when the forms and references are cleared. At this point, Staff can be invited to book appointments for the issue of the ID pass via the website www.edinburghairport.com/idcentre
 8. Security ID passes are issued in person and the individual must also show the proof of identity that was noted on their application. The ID will not be issued without this.
 9. IDs not used airside within 60 days will be 'parked' and the Authorised Signatory will have to complete a Form 7 reinstatement and send to ID Centre to have ID "unparked".

The EAL HR department can manage the airside ID pass application process on behalf of the Authorised Signatory. If you would be interested in finding out more about this service please contact HR on 0131 344 3232 or hr@edinburghairport.com for details and prices.

Acceptable Proofs of Identity

British Nationals

- A valid Full Passport
- A valid UK photographic driving licence

EU Nationals

- A valid full passport
- A valid national identity card

Non EU Nationals

- A valid full passport along with an original Home Office document confirming the named individual's (ID pass applicant's) right to work and live in the UK.
- An Identity Card for Foreign Nationals issued by the Home Office or their agencies.

Compulsory Health & Safety Training

The minimum compulsory health and safety training requirements are Fire Safety and Evacuation, Managing Responsibly and Manual Handling.

Fire Safety and Evacuation Training

To acquire a security ID card all staff must attend Airport Fire Safety and Evacuation training.

EAL Training organises initial training for a small charge.

Contact: FireTraining@edinburghairport.com

Annual refresher training is obligatory and records of compliance are audited.

Companies can make their own arrangements for the annual refresher, subject to approval by the Terminal Safety Officers Team.

Contact: FireTraining@edinburghairport.com

Manual Handling Training

Please contact the Airport Trainer on 0131 344 3593 to arrange this.

Additional Training

Depending on the type of work the Supplier's staff will be providing, additional training may be needed relating to Customer Service, Aircraft Turnaround or Arrivals. Further details of the training requirements can be found in MDD 01/12 - Compulsory Training. A copy can be requested from the Compliance Department on 0131 344 3509

Additional Passes Available

Once a Supplier has joined the ID scheme there are other passes that are available to the Supplier's staff.

Tools of the Trade

All persons who require bringing tools of the trade into the Critical Part (Airside) must apply for a 'Tools of the Trade' pass using Form 24. This form can be found on the website www.edinburghairport.com/idcentre

The application form should then be handed into the ID Centre. Anyone requiring access to the Critical Part (airside) with tools not in possession of a valid 'Tools of the Trade' pass will be refused access.

Airside Driving Permit

Edinburgh Airport (EAL) operates an Airside Driving Permit Scheme to ensure all airside drivers meet certain medical standards and receive a formal course of instruction on the specific hazards of driving airside. Airside Driving Medicals can be arranged through our Occupational Health Department.

Contact them on OccupationalHealth@edinburghairport.com or 0131 344 3212 for full details and prices. You can also arrange for these to be carried out by your own medical supplier. You may be required to have the results validated by EAL before a permit is issued.

The course includes such matters as airfield topography, local rules, regulations and safety hazards.

An airside driving permit (ADP) will be issued to drivers of Suppliers, who need to operate vehicles in airside areas at the airport, providing they meet the requirement of the ADP scheme.

Suppliers' vehicles must be escorted airside if their drivers do not hold a current ADP but the driver is still required to have either a temporary security ID pass or a permanent security ID pass.

The company must demonstrate that third party liability insurance is in place that meets Edinburgh Airport's minimum requirements.

For more information contact the Compliance Department on 0131 344 3097

Airside Vehicle Pass

Any vehicle taken airside without an escort must have an Airside Vehicle Pass. This form can be found on the website www.edinburghairport.com/idcentre or obtained by contacting the ID Centre.

The Supplier must demonstrate that third party liability insurance that meets Edinburgh Airport's minimum requirements is in place.

Additionally, drivers are required to have a permanent security ID pass and have completed the Airside Driving Permit Scheme.

Going Airside through Security

Once the Supplier's staff has obtained an airside security ID Pass they will be able to access airside areas on foot. All staff must access airside by using the staff security entrance located in the EAST hall of the main terminal building.

Suppliers wishing to access airside areas with a vehicle will need to ensure they have the appropriate passes and permits in place first and that they then use the appropriate Control Post which is nearest to where they need to be airside.

To comply with DFT regulations all personal property will be screened and subject to a hand search. Individuals may also be subjected to a personal search.

Chief Executive Notices/Directives (CEN/CED)

These provide information on policy changes, safety precautions and restrictions, stand and roadway alterations, facility availability, and other information pertinent to the airport operation.

Circulated via e-mail to all parties that are registered on the e-mail list.

Suppliers operating at Edinburgh Airport must register to receive these notices to ensure that updates are received as and when they occur.

To receive CEN/CED notices via e-mail please either contact your EAL Stakeholder or e-mail your request to eal_suppliers@edinburghairport.com.

Accommodation at Edinburgh Airport

Suppliers wishing to have accommodation at Edinburgh Airport can contact the Commercial Account Manager in the Property Department on 0131 348 4334 for further information.

Staff Car Parking

Any Supplier based at Edinburgh Airport that wishes to offer car parking to their staff must contact the Retail Department on 0131 344 3561.

8. Useful Telephone Numbers

FIRE OR EMERGENCY DIAL

222 – from an internal phone

0131 333 2228 – if not on the airport exchange

Maintenance Faults

5555 – from an internal phone

0844 448 5608 – if not on the airport exchange

IT Service Desk for faults and requests

8888 – from an internal phone

0131 510 0560 - if not on the airport exchange

Airport Duty Manager

0131 344 3323 or 0783 679 3120

Terminal Duty Officer

0787 639 0427

Airport Fire Station - (general enquiries & fire training booking)

0131 344 3158

Airport Police Station - (general enquiries)

0131 344 3257

Control of Contractors Registration Unit (CCRU)

0131 344 3259

0131 344 3144

Mobile: 07887 628823

Communications & Public Affairs

0131 348 4060

ID Centre

0131 344 3292

Property

0131 348 4334

Retail

0131 348 4007

9. Airport Terminology

The airport has a language all of its own and when you're new it is daunting to say the least! So we've listed the words and phrases you're most likely to come across.

ADM:	Airport Duty Manager.
Airside:	The area of airport provided for landing, take-off and movement of the aircraft, the aircraft aprons and those parts of passenger terminals within the Customs examination area.
Apron:	These are intended to accommodate aircraft for the purpose of loading or unloading passengers or cargo, refuelling, parking or maintenance.
Blue Exit:	The exit from the baggage hall used by those of the passengers who start their journey in a European Community country. They do not need to go through the Customs channel.
CIP Lounge:	The commercially important people lounge, rented within the terminal by an individual airline for the exclusive entertainment of these passengers.
Gate:	A point of passenger access between the apron, aircraft and terminal building complex.
Green Channel:	A Customs facility for those passengers who have no dutiable goods to declare, other than duty free allowance.
EAL:	Edinburgh Airport Limited.
Landside:	The part of the airport outside the aircraft operational areas and boundaries of the passengers' examination area.
Out of Gauge Baggage:	Passenger baggage of a size and shape that preclude handing the normal process.
PAX:	Passengers.
Red Channel:	A Customs facility for those passengers who have dutiable goods to declare.
SDM:	Security Duty Manager.
Security Search:	An area in which all passengers and their hand baggage are screened and searched before boarding their aircraft.

TDO: Terminal Duty Officer.

TSO: Terminal Safety Officer.

10. Policies

Edinburgh Airport requires that all Suppliers and their employees adhere to the policies contained within the EAL Speak Up Serious Concerns Policy and the EAL Professional Conduct Policy if they do not already have such policies in place within their own company. These policies can be found on the website www.edinburghairport.com/policies

Edinburgh Airport Environmental Policy

We have had an environmental policy since 1992. We recognize that the airport has a significant effect on the environment and the local community. We are committed to developing high environmental standards and to working together with other companies at the airport on the continual improvement of Edinburgh's environmental performance to minimize these effects.

The Duty of Care

The Environmental Protection Act 1990 introduced the "Duty of Care" in waste management. This principle means that everyone has a responsibility to ensure that all waste is stored, handled and disposed of correctly. It includes the use of waste transfer notes for each waste transaction

Waste Management Facilities

Edinburgh Airport Limited provides compactors, waste bins and receptacles for recycling material such as paper and carries out the Waste Transfer Notes for Occupiers who use this service.

Occupiers must complete internal waste transfer notes to EAL to account for the type of waste being disposed of.

Occupiers who have their own waste contractors must ensure that they compile and keep copies of their waste transactions.

EAL may require these to be inspected on an annual basis.

Please be aware of the following:

- Only non-hazardous, inert waste of the correct type may be placed within the correspondingly labelled compactors or waste bins.
- All waste should be placed in the correct bins and skips provided. No waste should be left in cages or outside of the bins or skips.
- No oils or oil cans of any description must be placed within the compactor or general waste bins, but should be disposed of as Special Waste.
- Report all compactor and waste facility faults to EAL on 0141 840 5555.
- No fluorescent tubes must be placed within the compactor, in particular lighting tubes which constitute Special Waste.
- Contamination of the recycling facilities with normal waste is forbidden.

- Information regarding Duty of Care procedures is contained in a Managing Director's Directive 05/09.

Pest Control

Edinburgh Airport Limited employs a professional pro-active pest control contractor. Evidence of fruit flies, cockroaches, rats, mice or other “pests” should be immediately reported on 0844 448 5608.

Regulatory Bodies

The following people may visit and have the right to enter your office at any time:

- Fire Service (FSDM)
- Health & Safety Manager
- Environmental Manager
- Terminal Management
- Police
- Health and Safety Executive
- HM Customs
- HM Immigration
- Environmental Health Officer

11. Airport Procedures

Incident notification

The Airport Duty Manager (ADM) at Edinburgh Airport Ltd must be advised of any incidents which occur in common/public areas or involve an EAL employee, member of the public or equipment/material defect/property of EAL on 0131 344 3323 or 07836 793120.

It should be noted that significant ‘near misses’ should also be reported to prevent the escalation to a major incident or injury.

Emergency services may be obtained airside by dialing 222 from head of stand telephones.

ALL incidents involving injury to personnel or damage to aircraft, buildings, equipment or vehicles must also be reported immediately to the Airfield Operations Controller on 0131 344 3139.

Maintenance Fault Reporting

Material defects, or faults with EAL equipment should be reported by 0844 448 5608.

IT Fault Reporting

Faults with EAL IT equipment, such as flight information screens should be reported by Tel: 8888 or 0131 510 0560.

All other faults should be reported to own contractor.

Unattended/Suspicious Baggage

- Do not interfere with the item, or allow anyone else to do so
- Try to ascertain if the owner is in the vicinity and reunite

- If not, telephone the Airport Control Centre on 0131 344 3254 giving name, description and exact location
- Await response from airport duty staff or Police

Telephone Bomb Threat

All incidents relating to possible Bomb Threat must be taken seriously and action taken as directed below:

- Keep the caller talking as long as possible
- Establish & note the exact words of the message and retain ALL paperwork
- Record the call if facility is available
 - Ask - Where is the bomb?
 - When will it explode?
 - What does it look like?
 - Why are you doing this?
- Immediately inform your manager and notify the Police through the airport switchboard Tel. 222 or 0131 344 3222
- Co-operate fully with the Police & Airport Threat Assessment team.

Emergency Evacuation

On discovery of fire - break glass of nearest Fire Point alarm & report by tel. 222, state location and your identity.

1. Attack fire using correct extinguisher, only if safe to do so, do **NOT** put yourself at risk;
2. Assist members of the public, particularly those with mobility problems & wheelchairs user by taking them to a place of safety/ refuge points;
3. Do not stop to collect belongings and do not lock doors & shutters;
4. Report to the nearest Assembly Point co-ordinator when all staff are accounted for;
5. Wait until ALL CLEAR - (staff to return message), before re-entering the affected areas.

Public Address Alarm messages in the Terminal

1. The Fire Alarm has been activated in your area, please leave the area immediately.
2. The Fire Alarm has been activated in another part of the building, please be ready to evacuate if required.

Sharp Objects

No customer or staff should have on their person any sharp object, e.g. scissors, tweezers or razors.

Any sharp object that you have to use in the day to day running of your unit must be safely secured at all times and accounted for on a shift basis. Any losses must be reported to the Terminal Security Manager.

Knives or other sharp objects that may be in reach of anyone else, especially passengers, must be secured so that they are impossible to remove. For further advice contact the Retail Team.

Lost Property

All baggage left within your area should initially be treated as Unattended/Suspicious Baggage. Once it has been cleared by the Airport Duty Team, it is the responsibility of the resident company.

12. Health, Safety and Environmental Protection at Edinburgh Airport

Edinburgh Airport Standard Information for Contractors

This information is designed to identify specific requirements for contractors working at Edinburgh Airport.

It is not exhaustive, does not attempt to provide information already expected of a competent contractor, nor does it overrule any legal or regulatory requirement.

There are currently many sets of regulations which apply at Edinburgh Airport.

Full text of these Regulations is available free on the Health and Safety Executive's (HSE) website at <http://www.hse.gov.uk/> and via the Scottish Environmental Protection Agency's (SEPA) website www.sepa.or.uk.

Asbestos

Due to its age and construction areas of Edinburgh Airport contains "Asbestos Containing Materials" (ACM's)

EAL maintains an Asbestos Register detailing the location, extent and type of ACM identified where the risk of disturbing asbestos or coming into contact with ACMs has been identified, or is unknown, the EAL Asbestos Register must be consulted before any work, however minor, is undertaken.

All contractors whose normal work activities at the airport may bring them into contact with ACMs, must employ a competent person, to be on site at all times, with suitable and sufficient information; instruction and training in asbestos awareness and competent to recognise the possibility of asbestos being present.

Any contractor who suspects that they have encountered or disturbed ACM must stop work immediately and report to EAL Engineering department on 5555 as a Health and Safety critical incident.

Only contractors licensed by the Health and Safety Executive (HSE) to carry out licensed asbestos works may work on ACM's.

Chief Executive Directive Infringement Policy

- This process handles infringements at EAL.
- The scheme is intended to be co-operative, involve all operators at EAL and provide a framework within which all organisations can operate responsibly.
- It is not EAL's intention to direct or control airport operators own discipline or internal regulatory procedures. The scheme pulls together current processes from Airside, Control of Contractors, Fire and Security.
- An Infringement Notice is issued to ensure that all infringements of rules and regulations are recorded, dealt with and recurring failures addressed.
- Companies will be notified of any financial penalties incurred for their infringements and will be invoiced for the fines imposed.
- All information regarding this CED is available from your Works Requester

Wayleave /Antenna

- Installation of cables, communication devices or any utilities must receive prior approval.
- EAL Wayleave procedure must be followed.

Change Control

- Work involving the change of equipment, software, plant, utilities must be authorised by the relevant EAL department.
- EAL Change Control procedures must be followed.

Risk Assessments Method Statements

- EAL require risk assessment / method statement to be submitted for all works.

Insurance

The minimum coverage required by EAL is as follows:

- Airside operations outside the Terminal – GBP 50,000,000 any one occurrence, incl. war and terrorism cover of GBP 50,000,000 any one occurrence.
- Airside operations carried out exclusively inside the Terminal – GBP 10,000,000 any one occurrence, incl. war and terrorism cover of GBP 10,000,000 any one occurrence.
- Catering concessionaires/contractors where cooking or heating of food or drink on site is involved (landside or airside) - GBP15,000,000 any one occurrence.
- All other third parties working for EAL – GBP 10,000,000 any one incident.

Personal Protective Clothing (PPE) / Dress Code

- EAL's minimum PPE requirement is high visibility clothing (with company logo).
- All contractors on site must follow their own company's risk assessment regarding PPE.

- PPE must be in a suitable condition and fit for use.
- All contractors on site must be dressed appropriately and presentable.

Parking

- All contractors must park in authorised/designated areas only whilst on EAL premises.

Smoking

- Smoking is only permitted in designated staff areas.

EAL Glove Policy

- EAL requires all contractors working on or with ceiling tiles, including removing or replacing, must wear clean gloves at all times.
- Cost to replace marked or damaged tiles will be charged to the contractor.

Electrical Equipment

- All portable electrical equipment must be PAT tested
- NO 240V equipment allowed only 110v to be used

Fencing and Security

- Any works in public areas must be adequately fenced to the standard agreed in the submitted method statement.

Incidents/Injuries

Advise the Airport Duty Manager of all incidents/ accidents by telephoning 0131 344 3323.

Take note of name, address & telephone number of injured person, persons accompanying and action taken. If this is refused, still advise ADM. Details will be recorded in case of future contact.

Reporting of RIDDOR reportable injury, disease or dangerous occurrences to the HSE is the responsibility of the employer or concessionaire.

PAT Testing of Electrical Equipment

All electrical items must be tested by on site qualified electrical specialists before initial use, and reviewed regularly thereafter.

A charge will be made for each item, which will be tagged after testing.
Records will be audited by EAL.

Contact Tel: 0844 448 5608 for details.

Fire Safety Risk Assessments

An assessment of the fire safety of premises must be undertaken and updated annually, or whenever a change is made to the structure, or fixtures/ fittings.

Fire Safety

For Emergency Services contact: Internal phone: **222**. External phone: **0131 344 3222** or **999**.

If dialling 999 a follow-up call must always be made to Edinburgh Airport Ltd Fire Service.

Highly Flammable Materials

The storage of highly flammable materials is prohibited.

Housekeeping

Waste products of the day's work must be correctly disposed of at the end of each day/shift.

Boundary Overflow

Any third party, who experiences problems in operating within their agreed boundaries, should contact EAL Property Manager responsible for that area.

Remember you have a duty of care towards others not in your employment, but who may be affected by your undertaking.

Airside Health and Safety

General Hazards

Working airside can be hazardous, particularly if you have to enter stand or apron areas. Dangers arise from noise, blast, or ingestion from aircraft jet engines. Be aware of the many types of vehicles on the apron area and their requirement for being there.

Key points for airside working safely:

- EN Standard. Reflective hi-vis must be worn and correctly fastened at all times. If you are walking or driving airside at Edinburgh Airport you must always wear a reflective jacket or tabard constructed to EN Standards.
- (A CEN gives detailed guidance on the types of high visibility clothing to be worn airside.)
- Always wear ear protection when in noisy areas.
- Be aware of the signs that indicate that an aircraft is about to move.
- Be aware of others working around you, especially during darkness or in poor weather conditions.
- Report any hazards or fuel/chemical spillages, no matter how small,
- Walk on paved walkways whenever possible.
- Report all incidents to the Airfield Operations on 0131 344 3139 or extension 68 3139.
- No smoking airside.
- Never walk on taxiways.
- Never enter a works area without permission.
- Never block the route of essential vehicles such as fuel bowsers etc.

Drivers

- All persons driving airside must be fully trained and carry an Airside Driving Permit.
- Safety belts must be worn at all times.
- Never obstruct an aircraft. Aircraft always have right of way.
- Ensure that you know your vehicle's height and ensure that it is road worthy.
- Keep to the 20mph speed limit, unless driving through an underpass, in which case the speed limit is 5mph.
- Comply with all give way and stop signs.

- Ensure your hazard beacon is working before proceeding airside.
- Smoking is not permitted airside.
- Switch on your dipped headlights at night and in poor visibility.
- Always switch off your engine and remove key before leaving the vehicle unattended.
- Do not park on white hatched areas or double yellow lines.
- Never, under any circumstances, drive under an aircraft's wings.
- Never cross a double white line except at a crossing point.
- Never obstruct marshalling staff whilst they are marshalling an aircraft.
- Do not drive towards an aircraft without testing your brakes.
- Do not drive too close to aircraft tugs.
- Never park on aircraft stand areas.
- Never reverse without the assistance of a vehicle signaller.
- Never park on aircraft stand areas. Always use the marked head of stand equipment parking areas or other equipment areas.

Baggage Sort Areas

The potential for injuries in baggage sorting areas is high.

Key risks are:

- Vehicles in motion.
- Manual handling of heavy suitcases.
- Moving machinery.
- Intermittent burst of increased workload.
- Machinery started remotely.

Baggage sort area, rules:

- Drivers stick to speed limit.
- Pedestrians stick to designated walkways.
- Smoking is strictly prohibited.
- Only authorised and fully trained personnel are allowed to clear baggage jams.
- Drive with care to avoid damaging the structure of the building.
- If you are a manager with personnel who work in baggage sort areas, then ensure that you fully train all personnel and alert them to the dangers.

Foreign Object Damage (FOD) and Apron Cleanliness

Each year, damage is caused to aircraft at Airports by stones, metal fragments, pieces of wood, paper, etc. (foreign objects) being picked up from the airside area and ingested into engines.

Aircraft Jet or Propeller blast also moves such debris causing injury to personnel and/or damage to other aircraft/equipment.

FOD guidelines:-

- Anyone working airside has a responsibility to ensure that the aprons are kept clean and that they do not allow litter to be dropped. Any litter dropped should be picked up immediately.
- Personnel who observe waste paper, tins, metal, string, etc. FOD on aprons, airside roads, and grass areas must pick up FOD and deposit it in a safe place away from the airside areas.
- Uncovered waste skips are not permitted on airside areas.
- Waste materials must not be placed on top of the skips.
- Debris and rubbish is to be placed in the skips via the doors provided for the purpose.
- FOD that cannot be personally removed must be reported to Airfield Operations Unit on 0131 348 4511 or 0131 348 4512.

Spillages

All airside spillages must be reported immediately to EAL via Airfield Operations on 0131 344 3139 or 0131 344 3239.

Annex 1 - Health & Safety and Environmental and Contingency Planning Checklist

You need to meet the standards set out in the core criteria table

Column 1 of the table lists the elements which should be assessed when establishing your competency for the work which it will be expected to do.

Column 2 lists the standards against which the assessment should be made.

Column 3 gives some examples of how you might demonstrate that you meet these standards.

You do not have to produce all of the evidence listed in Column 3 to satisfy the standard - you simply need to produce enough evidence to show that you meet the standard in Column 2.

Remember that assessments should focus on the needs of the particular job and should be proportionate to the risks arising from the work.

Unnecessary bureaucracy associated with competency assessment obscures the real issues and diverts effort away from them.

If you employ less than five persons you do not have to write down your policy, organisation or arrangements under criteria 1 and 2. However, you do need to demonstrate that your policy and arrangements are adequate in relation to the type of work you do.

Assessments of competence will be made easier if your procedures are clear and accessible.

	Criteria	Standard to be achieved	Examples of the evidence that you could use to demonstrate you meet the required standard
Stage 1 assessment			
1	Health and safety policy, environmental policy and organisational responsibility for health and safety, and environmental protection	<p>You are expected to have and implement appropriate policies, these should be regularly reviewed, and signed off by the Managing Director or equivalent.</p> <p>The policy must be relevant to the nature and scale of your work and set out the responsibilities for health and safety management at all levels within the organisation.</p>	<p>Signed, current copies of the company policies (indicating when they were last reviewed and by whose authority they are published).</p> <p>Guidance on writing company policies for health and safety can be found in HSE free leaflet INDG259.6</p>
2	Arrangements	<p>These should set out the arrangements for health, safety and environmental management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under The Construction Design and Management (CDM) Regulations 2015.</p> <p>There should be a clear indication of how these arrangements are communicated to the workforce.</p>	<p>A clear explanation of the arrangements which the company has made for putting its policies into effect and for discharging its Health, Safety and environmental duties.</p> <p>Guidance on making arrangements for the management of health and safety can be found in HSE free leaflet INDG259.6</p>
3	Competent HS advice	<p>Your organisation, and your employees, must have ready access to competent health, safety and environmental advice, preferably from within your own organisation.</p> <p>The advisor must be able to provide general health, safety and environmental advice, relating to health and safety issues.</p>	<p>Name and competency details of the source of advice, for example a safety group, trade federation, or consultant who provides health, safety and environmental information and advice.</p> <p>An example from the last 12 months of advice given and action taken.</p>

4	<p>Training and information</p>	<p>You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties.</p> <p>You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good health and safety practice.</p> <p>This applies throughout the organisation from Board or equivalent, to trainees.</p>	<p>Headline training records.</p> <p>Evidence of a health and safety training culture including records, certificates of attendance and adequate health and safety induction training for site-based workforce.</p> <p>Evidence of an active CPD programme.</p> <p>Sample 'toolbox talks'.</p>
5	<p>Individual Qualifications and experience</p>	<p>Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.</p>	<p>Details of qualifications and/or experience of specific corporate post holders for example Board members, health and safety advisor etc. Other key roles should be named or identified and details of relevant qualifications and experience provided.</p> <p>For contractors: details of number/percentage of people engaged in the project who have passed a construction health and safety assessment, for example the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.</p> <p>For site managers, details of any specific training such as the Construction Skills CITB 'Site Management Safety Training Scheme' certificate or equivalent.</p> <p>For professionals, details of qualifications and/or professional institution membership.</p> <p>For site workers, details of any relevant qualifications or training such as S/NVQ certificates.</p> <p>Evidence of a company-based training programme suitable for the work to be carried out.</p>
6	<p>Monitoring, audit and review</p>	<p>You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an on-going basis.</p>	<p>Could be through formal audit or discussions/reports to senior managers.</p> <p>Evidence of recent monitoring and management response. Copies of site inspection reports.</p>

7	Workforce involvement	<p>You should have, and implement, an established means of consulting with your workforce on health, safety and environmental matters.</p>	<p>Evidence showing how consultation is carried out. Records of health and safety committees.</p> <p>Names of appointed safety representatives (trade union or other).</p> <p>For those employing less than five, describe how you consult with your employees to achieve the consultation required.</p>
8	Accident reporting and enforcement action; follow-up investigation	<p>You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable events for at least the last three years.</p> <p>You should also have in place a system for reviewing all incidents, and recording the action taken as a result.</p> <p>You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action.</p>	<p>Evidence showing the way in which you record and investigate accidents and incidents.</p> <p>Records of last two accidents/incidents and action taken to prevent recurrence.</p> <p>Records of any enforcement action taken over the last five years, and what action was taken to put matters right (Information on enforcement taken by HSE over the last five years is available on the HSE website).</p> <p>For larger companies, simple statistics showing incidence rates of major injuries, over three-day injuries, reportable cases of ill health and dangerous occurrences for the last three years.</p> <p>Records should include any incidents that occurred whilst the company traded under a different name, and any incidents that occur to direct employees or labour-only sub-contractors.</p>
9	Sub-contracting/ consulting procedures (if applicable)	<p>You should have arrangements in place for appointing competent sub-contractors & consultants.</p> <p>You should be able to demonstrate how you ensure that sub-contractors will also have arrangements for appointing competent sub-contractors or consultants.</p> <p>You should have arrangements for monitoring sub-contractor performance.</p>	<p>Evidence showing how you ensure sub-contractors are competent.</p> <p>Examples of sub-contractor assessments you have carried out.</p> <p>Evidence showing how you require similar standards of competence assessment from sub-contractors.</p> <p>Evidence showing how you monitor sub-contractor performance.</p>

10	Risk assessment leading to a safe method of work	<p>You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements.</p> <p>The identification of health issues is expected to feature prominently in this system.</p>	<p>Evidence showing how the company will identify significant health and safety risks and how they will be controlled. Sample risk assessments/safe systems of work/method statements.</p> <p>If you employ less than five persons and do not have written arrangements, you should be able to describe how you achieve the above.</p> <p>This will depend upon the nature of the work, but must reflect the importance of this risk area.</p>
11	Co-operating with others and co-ordinating your work with that of other contractors	<p>You should be able to illustrate how co-operation and co-ordination of your work is achieved in practice, and how you involve the workforce in drawing up method statements/safe systems of work.</p>	<p>Evidence could include sample risk assessments, procedural arrangements, or project team meeting notes.</p> <p>Evidence of how the company co-ordinates its work with other trades.</p>
12	Welfare provision (contractor)	<p>You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.</p>	<p>Evidence could include for example health and safety policy commitment; contracts with welfare facility providers; details of type of welfare facilities provided on previous projects.</p>

Annex 2 - Generic Health, Safety and Environmental Guidance

Introduction

Everyone has a legal responsibility to take reasonable care for the Health and Safety of themselves and others in their workplace and prevent pollution of the environment at all times. Individuals can face personal fines for non-compliance.

Thank you for your support in helping to make Edinburgh Airport a safe place to work.

The Law

Health & Safety at Work Act 1974

Duties of Employer

- Provide safe access and egress to and from the workplace.
- Provide safe equipment to work with.
- Identify safe systems of work.
- Provide sufficient information and training and supervision.

Duties of Employee

- Co-operate with employer.
- Take responsibility for own safety.
- Be aware of how your acts or omissions may affect others.
- Report safety faults.
- Report accidents.

Environmental Protection Act 1990

This act relates to prevention of pollution of the environment and includes information on proper storage, handling and disposal of waste.

Control of Pollution Act 1974

Includes legislation to cover pollution of watercourses.

The Edinburgh Airport Byelaws, 2005;

To view the Edinburgh Airport Byelaws in their entirety please click on the link below then head to the bottom of the page and click on the procurement and Supplier Information.

<https://corporate.edinburghairport.com/doing-business-with-us>

<https://corporate.edinburghairport.com/doing-business-with-us/procurement-and-supplier-information> **Regulations**

Management of Health and Safety at Work Regulations 1999

You must put in place arrangements to control health and safety risks.

As a minimum, you should have the processes and procedures required to meet the legal requirements, including:

- a written health and safety policy (if you employ five or more people);
- assessments of the risks to employees, contractors, customers, partners, and any other people who could be affected by your activities – and record the significant findings in writing (if you employ five or more people). Any risk assessment must be ‘suitable and sufficient’;
- arrangements for the effective planning,
- organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment;
- access to competent health and safety advice (www.hse.gov.uk/competence);
- providing employees with information about the risks in your workplace and how they are protected;
- instruction and training for employees in how to deal with the risks;
- ensuring there is adequate and appropriate supervision in place;
- consulting with employees about their risks at work and current preventive and protective measures.

Provision and Use of Work Equipment Regulations 1998

These regulations are concerned with training, information, protection against failure, temperatures, controls and maintenance whilst working with tools, vehicles, equipment and machinery.

Health and Safety (Display Screen Equipment) Regulations 1992

Work at display screens can lead to postural problems or visual fatigue. Problems can be overcome by good ergonomic design of the workstation.

Workplace (Health, Safety and Welfare) Regulations 1992

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues such as ventilation, temperature, lighting, cleanliness, room dimensions, workstations and seating, floor conditions, falls or falling objects, transparent and

translucent doors, gates and walls, windows, skylights and ventilators, traffic routes, escalators, sanitary conveniences and washing facilities.

Personal Protective Equipment at Work Regulations 1992

Personal protective equipment (PPE) should only be used when the risk cannot be adequately controlled by other measures. If PPE needs to be issued, then you must provide information, instruction and training about its use. If you are issued with such equipment, you must ensure full and proper use of it.

Manual Handling Operation Regulations 1992 (as amended)

These Regulations call for the elimination of manual handling. Where this is not possible, you will need to carry out risk assessments and must reduce the risk of injury to your employees, to the lowest possible level. Manual Handling Training may require to be provided.

The Control of Noise at Work Regulations 2005

A noise assessment must be done and safe noise exposure levels need to be adhered to. Noise should be reduced at source as a first measure.

Control of Vibration at Work Regulations 2005

By law, as an employer, you must assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration so that you can protect your employees from risks to their health.

Where the risks are low, the actions you take may be simple and inexpensive, but where the risks are high, you should manage them using a prioritised action plan to control exposure to hand-arm vibration.

Control of Substances Hazardous to Health and Safety Regulations 2002(COSHH)

Employers must assess all types of work which allow an employee to come into contact with any substance which may be harmful to them or others.

Employers must ensure that exposure of employees to harmful, substances is prevented. Where this is not possible, then the exposure must be controlled.

Where control measures are used, there are specific obligations on the employer to ensure that all control measures are kept in efficient working order and good state of repair.

The monitoring of exposure should take place, specifically where there could be a serious risk to the worker if control measures fail.

Employees must be given sufficient information regarding any risk arising from their work.

Storage of highly flammable, corrosive or toxic chemicals is prohibited. Other chemical must be stored in suitable containers to prevent the escape of any spillage or leakage. Companies storing and handling hazardous materials must have their own spillage procedures in place.

The Health and Safety (First-Aid) Regulations 1981

As a minimum, a low-risk workplace such as a small office should have a first-aid box and a person appointed to take charge of first-aid arrangements, such as calling the emergency services if necessary. You must provide information about first-aid arrangements to your employees.

Workplaces where there are more significant health and safety risks are more likely to need a trained first-aider. A first-aid needs assessment will help you decide what first aid arrangements are appropriate for your workplace.

RIDDOR-Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses)

Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended)

Employers have a duty to consult with their employees, or their representatives, on health and safety matters.

Where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.

Where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

13. Sustainability

Being a sustainable company is at core of our values. In July 2021 Edinburgh Airport launched its 'Great Good' Sustainability Strategy which is based on 4 pillars, those being, Zero Carbon, Enhancing Scotland, Scotland's Best Business and Trusted Neighbour, these reflecting our environmental, social and economic responsibilities. Our goal is to be net zero carbon emissions by 2040.

However this is something we cannot achieve without our [Supplier/Concessionaire]. As a [Supplier/Concessionaire] your responsibilities will be to evaluate your working practices to ensure all opportunities are explored and implemented where possible. Edinburgh Airport will work with you in achieving our 4 pillars of commitment.

<https://corporate.edinburghairport.com/sustainability>

In performing its obligations, the [Supplier/ Concessionaire] shall:-

Comply with all environmental levy's including the Green tax on plastic packing, in force in the UK from 1 April 2022. The Plastic Packaging Tax ("PPT") is targeted at plastic packaging manufactured in or imported to the UK.

14. Anti- Slavery and Human Trafficking

In performing its obligations, the [Supplier/Concessionaire] shall:

Comply with all applicable anti-slavery and human trafficking laws, statutes, regulations and guidance from time to time in force including but not limited to the Modern Slavery Act 2015 and the Human Trafficking And Exploitation (Scotland) Act 2015;

Comply with Edinburgh Airport's published Anti-slavery and Human Trafficking policy; or

Have and maintain throughout the duration of this Agreement its own policies and procedures which ensure its compliance with anti-slavery and human trafficking laws and which reflect the principles of Edinburgh Airport's policy.

Include in its contracts with its sub-contractors and supplier's anti-slavery and human trafficking provisions.

Not engage in any activity, practice or conduct that would constitute an offence under the Modern Slavery Act 2015 or the Human Trafficking and Exploitation (Scotland) Act 2015.

15. Anti- Bribery and Tax Compliance

In performing its obligations, the [Supplier/Concessionaire] shall:

Comply with all applicable anti-bribery laws, statutes and regulations and guidance from time to time in force including but not limited to the Bribery Act 2010;

Comply with all applicable tax laws, statutes and regulations including by not facilitating any acts of tax evasion.

Have and maintain throughout the duration of this Agreement its own policies and procedures to ensure its compliance with this Section 15.

Include in its contracts with its sub-contractors and suppliers' compliance with law, anti-bribery and prevention of tax evasion provisions.

Not engage in any activity, practice or conduct that would constitute an offence under Bribery Act 2010 or cause Edinburgh Airport to commit the offence of failing to prevent tax evasion by a supplier under the Criminal Finance Act 2017.

16. Data Protection

In performing its obligations, the [Supplier/Concessionaire] shall:

Comply with all applicable data protection laws, statutes and regulations and guidance from time to time in force including but not limited to the General Data Protection Legislation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018;

Have and maintain throughout the duration of this Agreement its own policies and procedures to ensure its compliance with this Section 16.

Include in its contracts with its sub-contractors and suppliers all applicable data protection wordings.

17. Code of Conduct

In performing its obligations, the [Supplier/Concessionaire] shall:

Comply with its own Gifts & Hospitality and Conflict of Interest requirements or, if the provisions of Edinburgh Airport’s Code of Conduct Policy are more rigorous in these respects, comply with those.

Have and maintain throughout the duration of this Agreement its own policies and procedures to ensure its compliance with this Section 17, or comply with those in Edinburgh Airport’s Code of Conduct policy as described above.

Not engage in any activity, practice or conduct that would be in breach of the gifts & hospitality or conflict of interest provisions described in this Section 17.

[Acknowledgement Form & Declaration page follows]

18. Supplier On-Board Pack Acknowledgement Form

Version 22 - July 2023

This Supplier On-board Pack has been prepared for your information and understanding of the policies, procedures and practices at Edinburgh Airport Limited. If you have any questions about this pack, please contact Procurement.

Upon completion of your review of this Pack, please sign the statement below, scan this page and return to eal_suppliers@edinburghairport.com. If this is not possible, originals can be accepted by posting to:

Head of Procurement
Edinburgh Airport
Terminal Building, 2nd Floor
Edinburgh
EH12 9DN

Please be aware that the enclosed policies, procedures and practices may be updated, amendment or superseded from time to time (“changes”). Edinburgh Airport Limited will use reasonable endeavours to keep you informed of these changes through the CEN/CED notices you will receive after you have registered with the Compliance Department. Beyond this Edinburgh Airport Limited take no responsibility for communicating changes to you or your employees.

DECLARATION

I have read and understood the contents of the Supplier On-Board Pack. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Supplier On-Board Pack provided to me by Edinburgh Airport Limited.

I understand this Pack is not intended to include all the policies, procedures and practices that may be applicable while working with Edinburgh Airport Limited, and is rather a general guide as to where this information can be found.

I understand that the Supplier On-Board Pack is not a contract to supply products or services and should not be deemed as such.

Company Name	
Address	
Contact Name	
Signature	
Telephone Number	
Date	

Record of Amendments

Issue Version	Description	Approved By	Date
V14	Environmental Updates	Nicky Muldoon	5/12/17
V15	Amended the wording in section 13 and added a new section 14 for Anti bribery and Tax evasion.	Wording supplied by Stephen Swan. Approved by Nicky Muldoon	17/12/18
V16	Section 15 declaration renumbered to 17 to allow new sections 15 Data Protection and section 16 Code of Conduct. Section 17 address updated.	Wording supplied by Monidipa Dey and Stephen Swan. Approved by Nicky Muldoon	20/02/19
V17	CEN/CED Update	Nicky Muldoon	20/02/20
V18	Sustainability and iDocs OCR update	Nicky Muldoon	01/10/2021
V19	Environmental levy's	Nicky Muldoon	04/03/2022
V20	Update IOS 45001, Include ISO 9001	Nicky Muldoon	16/03/2022
V21	Payment run update	Nicky Muldoon	22/09/2022
V22	CIS update	Yvonne Curran/Nicky Muldoon	25/07/2023
V23	Anti-Bribery and Tax Compliance update	Nicky Muldoon	23/08/2023
V24	NetSuite Update / Removal of SAP/iDocs references	Gayle Chilton (Proxy for Nicky Muldoon)	27/06/2024