Chief Executive's Directive

CED 9/23 – Compulsory Training Re-Issue

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Date: 07th August 2023

This Directive replaces CED 01/23 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 Video **(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
Environmental Awareness Training	**For all staff:** https://www.edinburghairport.com/pages/enviromental-awareness-training

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	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

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

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: Bev Miller – Head of Development
                             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	
Ramp Employees	**Date of Training**
Aircraft Turnaround Video	
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: _____

August 2023