

5DME – AAL Relationship Policy and Procedures

This policy deals with the relationship 5DME has with AAL and procedures in place as agreed with AAL regarding 5DME access to the premises.

Permission:

1. AAL must be notified for every visit we have on to the AAL premises.
2. There are different procedures for airside and landside. The 5DME Team Leader must arrange all visits with our contacts at AAL.
3. The Airside Security Manager and Airside Safety Officers must be informed prior to any visit and their approval sought for airside access. Level 3 must be notified on arrival and departure. This to be performed by the 5DME Team Leader.
4. For landside visits the 5DME Team Leader will notify AAL Level 3 of arrivals and departures from AAL premises.
5. All visits must be pre-arranged with the 5DME Team Leader.

Safety:

1. All 5DME safety policies must be followed when working airside.
2. 5DME Team Leader will coordinate with crews regarding our intentions, camera moves etc. In all cases.
3. If necessary the moves will be “blocked” or “plotted” on paper prior to filming. If this is not possible the plot/blocking sheets are to be filled out post visit for a record of the process.
4. Safety instructions from company crew or AAL are to be complied with immediately. If possible, discuss your alternatives or options should issues arise.
5. If you are unsure as to a safety issue the 5DME Team Leader must be consulted to facilitate communications with air crew or ground crew or for that matter AAL.
6. In all cases, AAL have the final word on safety.

The main point of this document is the consideration of our ongoing relationship with AAL. That certain processes and procedures must be followed to promote our on-going and positive relationship.

AAL have certain requirements and these must be followed.