**Amendment to Safety Communication distribution lists**

East Midlands Airport promulgate safety communication notices on an ad-hoc basis via email. The safety communications come in the form of an Information Notice, Operational Advice Notice, Airside Safety Alerts or supplementary instructions, all of which are in addition to any other published airport documentation.

To make a request to receive or be removed from the safety communications distribution lists please complete the below, emailing to: emastandingorders@eastmidlandsairport.com

|  |
| --- |
| Details Required: |
| Name |  |
| Email address to be removed from distribution list |  |
| Email address to be added to distribution list  |  |
| Company |  |
| Email address |  |
| Telephone Number |  |
| Effective Date |  |

The details supplied will be used for the purpose of distributing EMA Safety Communications and your telephone number is requested in the event there is an issue with the email delivery.

An automated delivery receipt will be added to all communications sent from emastandingorders@eastmidlandsairport.com to allow the Compliance Team to confirm delivery, audit receipts received and address any delivery failures.

You are reminded that all printed documentation is uncontrolled, and you are required to establish a system to ensure validity of the documentation and that all staff are informed of amendments in a timely manner.

By requesting to receive the Safety Communications, you are agreeing to promulgate this information to your employees and understand that evidence of this may be subject to audit on request of the Compliance Team at East Midlands Airport.

Many Thanks

Compliance Manager – Operations and Safety

East Midlands Airport

Email: Compliance@eastmidlandsairport.com