GROUP TOURS OF AIR SALVAGE INTERNATIONAL

GENERAL INFORMATION

- The group size needs to be for a minimum of 10 people, up to a maximum of 20, with minimum age limit restricted to 16 years old. Tours are normally carried out on a Wednesday or Thursday starting at 10.30am and last between 1.5-2 hours max.

- The usual format is a 40-minute presentation by Mark Gregory, ASI's founder and Managing Director about the history of the company and the aircraft disassembly sector in general. This is normally followed by a walk to Hangar H2 and the apron outside to view aircraft undergoing the disassembly process, before boarding a vintage Boeing 727. The final stage is a short mini-bus ride to the Belfast site to view aircraft in the final stages of disassembly.

- There is no charge, but we request that a £10 per head donation is made to ASI's nominated charity: Wiltshire and Bath Air Ambulance. This will contribute towards ASI's yearly fund raising for the charity. This should be done in the form of a cheque made out to Wiltshire and Bath Air Ambulance or cash. The donation will be sent to the charity with an acknowledgement following the tour.

- Approximately three weeks before a tour commences the tour leader will receive pre tour paperwork. This includes a map indicating where Hangar H1 (**the tour start point**) is located within Cotswold Airport. It's imperative that the group access the site via the **A433 (North Entrance**), not the A429 as that will take them to the wrong side of the airport. Parking is available outside of ASI's two hangars (H1 and H2) – please do not park too close to the airside security gates opposite Hangar H1 Reception as they are regularly used, often by fork lifts transporting large aircraft parts. Please lift share if possible as spaces are limited.

- On arrival the group should congregate by their parked cars (being mindful of potential work vehicles operating in that vicinity), then approach Hangar H1's un-manned reception **at the planned tour start time** alerting your arrival to Mark by ringing the doorbell. (Please be mindful there are staff working in the offices above H1 reception.) A contact name and mobile number for any urgent queries that arise on the morning of the tour will be given to the tour leader. **Please ensure you give the completed sign-in sheet and donation(s) to Mark Gregory at the start of the tour.**

SAFETY WHILST AIRSIDE

- The group MUST arrive with their own hi-vis and suitable footwear should be worn (no open toed shoes etc.)

- Tours involve long periods of standing and walking (on uneven ground) and ascending/descending aircraft/hangar stairs. The tour will pass through a working environment; therefore, you will need to be aware of hazards such as fork-lift trucks, vehicles in motion, and be mindful of not tripping over anything whilst you are walking or banging your head when in lower hight areas. **It's imperative that people do not wander off away from the rest of the group at any point.**

- A Health and Safety Guidance sheet for visitors will be sent to **the tour leader in advance** for the group to read before going onto site, as well as a Group Sign-in Sheet that requires completion before handing to Mark on arrival.

PHOTOGRAPHY/PUBLICITY

- When you are promoting the tour to your members via your website, we do NOT permit you to publish this guidance, or the attachments mentioned above.

- Unless directed otherwise by Mark Gregory, **photography whilst airside is prohibited**. Any photography permitted at Mark's discretion is **solely for personal use only** and we do not permit you to upload photos to the internet/social media/aviation enthusiast sites etc. following the tour.