

# Contractors; Aerodrome Works

## Airside Operational Instruction 04

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**A. AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 18 months. The latest version will be included in the annual reissue of the Aerodrome Manual; interim reviews are carried out as deemed necessary.

Only operational related amendments will prompt the issue of a new Version; pertinent amendments being highlighted in green text & indicated by a green bar in the right margin. Indication of any amendment of an administrative nature will be listed below.

**B. REVIEW / AMENDMENT HISTORY**

REVIEW SUMMARY			
<b>VERSION / REVIEW REF:-</b>	V2.0	<b>REVIEW COMPLETED BY:-</b>	CATHY WILLOUGHBY-CRISP
<b>DATE:-</b>	SEP 16	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
3.2	Use of the company, Acom for overview of works

REVIEW SUMMARY			
<b>VERSION / REVIEW REF:-</b>	2.1	<b>REVIEW COMPLETED BY:-</b>	CATHY WILLOUGHBY-CRISP
<b>DATE:-</b>	SEP 17	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	<i>Nil</i>

REVIEW SUMMARY			
<b>VERSION / REVIEW REF:-</b>	V3.0	<b>REVIEW COMPLETED BY:-</b>	CATHY WILLOUGHBY-CRISP
<b>DATE:-</b>	DEC 17	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership

## **1. MANAGEMENT OF CONTRACTORS**

### **1.1 REQUIREMENTS**

Bournemouth Airport (BOH) has a system in place for contractor management to ensure all works carried out by contractors is completed efficiently, safely, in accordance with sound environmental practice and in compliance with all statutory legislation and codes of practice.

In order to bring contractors to work in any area managed by BOH, including but not limited to the baggage dock, maintenance areas, stands, equipment parking areas, aprons or roads, either the tenant or the contractor must be registered as an approved contractor. The system neither supersedes nor negates the requirements of any legislation.

Any work to be carried out, that could affect the operation of Bournemouth Airport, needs to have a Permit to Work. Failure to produce any of the necessary documents on request will result in the work being stopped and contractors being escorted off site.

### **1.2 PURPOSE**

The aim of the system is to ensure that:-

- A safe working environment is maintained at all times for the contractor, staff, passengers, tenants and concessionaires
- All relevant managers are aware of works being undertaken
- Operational disruption is minimised
- There is a full and accurate record of works undertaken at BOH

## **2. CHANGES TO AERODROME INFRASTRUCTURE**

### **2.1 INTRODUCTION**

The continued validity of the Aerodrome Certificate requires that any changes to the physical characteristics of the Aerodrome, including the erection of new buildings and alterations to existing buildings or to visual aids, shall not be made without prior approval of the CAA.

CAP 791; Procedures for Changes to Aerodrome Infrastructure, provides guidance on the procedures to be used to notify the CAA of developments on the Aerodrome and other changes to the physical characteristics of the Aerodrome.

The aim of this AOI is to ensure that at all times, the requirements, procedures and safety cases follow CAP 791 requirements.

### **2.2 SUPPLEMENTARY DOCUMENTATION**

Regulatory documentation relating to changes to Aerodrome infrastructure includes:-

- ICAO Annex 10
- ICAO Annex 14
- ICAO Doc 8168; Ops/611 Volume 2

- CAP 393; Air Navigation, The Order and Regulations
- CAP 493; Manual of Air Traffic Services; Part 1
- CAP 637; Visual Aids Handbook
- CAP 642; Airside Safety Management
- CAP 728; Management of Safety
- CAP 772; Bird Strike Risk Management for Aerodromes
- CAP 760; Hazard Identification and Safety Cases.

### **3. AIRSIDE DEVELOPMENT**

#### **3.1 CLASSIFICATION**

Airside developments can be categorised as either Major or Minor projects and are classified dependent on the scale of and /or the type of work involved, the requirement for CAA approval (pre-works) and the results of any operational impact assessment.

Major projects will include large, high value civil engineering, building, mechanical or electrical projects; for example, the construction of a new Apron, Terminal building, new installation/system upgrade of a ILS or Runway resurfacing/maintenance works.

A minor project may involve small scale civil engineering, building, decorative, mechanical or electrical works; primarily associated with maintenance tasks and minor alterations/additions. Examples of such are a small scale pavement repair, small Airside building construction/installation or other works, which result in the closure or restriction in use of any Airside facility such as a stand, passenger walkway or an Apron roadway.

#### **3.2 MANAGEMENT**

Airside development procedures should be based on the project management concept.

The CAA Aerodrome Standards Department (ASD) / Development Officer should be contacted at the initial planning stage (Phase 1) and for each major development, a project manager should be appointed from the Aerodrome.

When an approval application is made to the CAA for a major development project, an appropriate charge (in accordance with CAA Official Record Series 5 – Aerodrome Licensing and Aerodrome Air Traffic Services Regulations) will be made following an evaluation by the CAA assessment team.

The quality and compliance of Aerodrome works will be audited by the contracted company, "Acom".

Major projects will be managed and procured through either Regional & City Airports (RCA) Capital Programmes or BOH Head of Technical Services. A project team will be formed, which will include representation from Air Traffic Control, RFFS and Engineering, as relevant.

Minor works and maintenance schemes may be managed internally through the BOH Asset Manager, or designated deputy but are subject to the same consultation processes.

All Airside development works must be co-ordinated through RCA, as appropriate. Any external organisation, be it tenant, service partner, contractor etc. or BOH internal department, wishing to carry out any works on the Aprons or Airfield areas, must inform the Airport company in the first instance, so that the project may be properly co-ordinated. All proposals to BOH should be submitted in a timely fashion in accordance with the requirements detailed this AOI.

All Airside development and maintenance work requires prior consultation so that the Aerodrome safety and regulatory requirements can be assessed and managed. The scope of the consultation and planning will be commensurate with the nature and scale of the project. The period of notice required will similarly be dependent upon the scope and impact of the works, together with the availability of Operations Planning resources to undertake the necessary work.

Management of Airside development works are defined within the following phases:-

- Planning
- Controlling
- Procedures Associated with Operations
- Procedural Review

The process is detailed in the Appendix 1 Flow Chart; Airside Works, Planning & Approval.

Prior to the commencement of a project, sufficient details should be provided to ASD, which demonstrate full compliance with the Licensing requirements (see Project Submission Process phase 1 and 2). Larger projects may require a degree of flexibility where a phased approach may be more appropriate, which should be agreed in advance with ASD.

### **3.3 PROJECT PLANNING AND PREPARATION**

Projects require extensive planning and the areas listed below need to be covered. However, this list is neither mandatory nor exhaustive and these elements may not be available or fully developed at the planning stage.

- Aeronautical Ground Lighting
- Aerodrome Manual Amendments
- ATC Operations & Engineering; Temporary ATC Procedures during Development
- ATC line-of-sight requirements
- Bird Hazard implications
- Building induced turbulence
- Changes to existing Aerodrome operating procedures
- Changes to Magnetic Field Density as a result of development
- Emergency procedures
- Environmental impact
- Instrument Approach and Departure Procedures and Minima
- Project Safety Management Procedures (outline)
- Proposed Timescale
- Revised Low Visibility Procedures
- Removal of Licence Variations
- Revised Runway Incursion prevention measures
- Signage
- Site Access Plan

Hazard Analysis and Risk Assessment will identify potential hazards and associated risks surrounding the proposed change. BOH processes contained within “The Management of Change” will ensure the change is assessed through safety assurance documentation and is fully integrated into the BOH Safety Management System.

The level of detail required will be commensurate with the size and complexity of the project as well as to the hazards and change presented.

### 3.4 PROJECT SUBMISSION PROCESS

A three-part submission process exists to assist Aerodromes meet the obligations of the licensing process:-

- Part 1:- Compliance
- Part 2:- Control
- Part 3:- Completion

Smaller projects may submit Parts 1 and 2 together

#### 3.4.1 PART 1:- COMPLIANCE

Each development proposal shall be accompanied by documentation that provides clear evidence that it conforms to ICAO Annex 14 and other applicable CAPs or regulatory requirements and will include:-

- Project Overview
- Notification Form
- Compliance Matrix (to demonstrate project meets licensing requirements)
- Scaled Drawings

Form SRG 2006; Notification of Changes to Aerodrome Infrastructure, should be used for submission and is available online at [www.caa.co.uk/SRG2006](http://www.caa.co.uk/SRG2006)

The CAA will confirm whether or not compliance has been achieved. Should any changes to the proposed design or build be made, the modified information should be notified promptly to the CAA

#### 3.4.2 PART 2:- CONTROL

Following completion and acceptance of the development design, safety assurance documentation will be developed to demonstrate the safe management of the project. This document will contain details on how construction works and operational procedures will be managed in order to maintain safe Aerodrome operations during the project and should include:-

- Work Schedule
- Method of Working
- Site Safeguarding and Marking
- Site Access
- Airfield Operating Procedures during Work
- Night Work Details and Procedures
- Weather Minima
- Low Visibility Procedures (LVPs)

- Emergency Procedures
- Day & Night Start Work Procedures
- Day & Night Procedures for the Control of Work
- Day & Night Procedures on Completion of Work
- Promulgation of Information - Including NOTAM Action
- Points of Contact - Aerodrome and Contractor
- Arrangements for Liaison Meetings/Briefings between BOH Management and the Contractor
- Plans of Site and Diagrams of Work

An appropriate HazOp, utilising Safety Assurance methodology should be undertaken and submitted to the CAA Development Officer as the Part 2.

Works should only commence upon receipt of the satisfactory approval from the CAA Aerodrome Development Team, in respect of the submitted Operational Requirement and Safety Statement and Works in Progress based Hazard Appraisal and Risk Assessment.

#### 3.4.3 PART 3:- COMPLETION

Prior to implementation, the CAA ADT should be advised that the project meets the agreed design criteria and is fit for purpose. Risk assessment methodology should be carried out on all operations involving the finished works.

The completed Risk Assessment should provide resulting actions for the safe management of operations associated with the finished works. An example of this may be the production of a turnaround plan for a new Apron development.

### 3.5 MAINTENANCE WORKS

Short term, minor maintenance works such as painting, planned periodic replacements, refinements or small repairs to the Aerodrome infrastructure, which can be completed in a short timescale and with limited disruption, need not be notified to the CAA.

Major, longer term projects (weeks/months), which may involve many key stakeholders and which may disrupt or have significant impacts on operations (Runway rehabilitation, Taxiway reconstruction or replacement of Aeronautical Ground Lighting) should be notified directly to the Aerodrome Inspector, who will advise on the approval required and will maintain regulatory oversight of each project.

In certain circumstances, the Inspector may conclude that the project qualifies for the submission process; in such cases procedures as detailed previously in this chapter should be followed.

Notification of works to the CAA should be submitted using the CAA Notification of Works Form; a copy is available on:- BIAIS/Company Forms/Airside and Operational Related Forms



## 4. PERMIT TO WORK PROCEDURES

### 4.1 PURPOSE

The Permit to Work system is operated by BOH to ensure routine and non-routine works being undertaken, are carried out in a safe, professional and structured manner for the protection of all persons, plant and equipment.

The Permit system is designed to ensure that persons or organisations undertaking works have carried out a thorough review of the planned works. This applies both in the planning phase of the works and on commencement on site. This will include, but not exclusively:-

- Risk Assessments
- Method Statements
- Safe Systems of Work (SSoW)
- Environmental Impact Assessment
- Health & Safety Policy
- COSSH Assessments
- Fire Precaution Assessments

Contractors will also need to ensure that they have consulted and understood the Asbestos Register before commencing work. Engineering will be able to assist with this process. On no account will unlicensed contractors be permitted to work in an asbestos environment or where asbestos containing materials are present.

Ref:- AOP 111; Management of Asbestos

### 4.2 TYPES OF PERMIT

#### 4.2.1 PERMIT TO WORK -

A Permit to Work must be in place prior to any works being undertaken, in all circumstances for a non-Bournemouth Airport Employee and by employees for non-routine works. Submissions are to be made to Bournemouth Airport Engineering Section, giving a minimum of 4 working days prior to the works and accompanied with the required documentation.

A copy of the application form is contained at Appendix 3

#### 4.2.2 PERMIT TO DIG:-

A Permit to Dig is required across the whole of the Airport and Business Park sites prior to any ground penetration works. A Permit to Dig is normally included and identified as part of the Permit to Work protocol. A Permit to Dig will be appended with a service location drawing with on-site cable tracing by Bournemouth Airport if required.

A copy of the application form is contained at Appendix 4

BT and The Gas Transportation Company should be approached directly for details of their plant on the site:-

- BT Dial Before you Dig                      0800 9173993
- The Gas Transportation Company            01359 240363

#### 4.2.3 HOT WORKS PERMIT:-

The need for a Hot Works Permit is assessed as part of the Permit to Work process. Hot Works Permits are issued by Bournemouth Airport Fire and Rescue Service, via the Bournemouth Airport Engineering Department. A Hot Works Permit can only be issued on submission of a current Permit to Work. A Hot Works Permit will be issued for works that involve the use of 'hot' materials or tools or operations that may liberate dust that will impact upon the Fire Alarm System.

#### 4.2.4 ELECTRICAL SYSTEM SANCTION / PERMIT TO WORK / TEST:-

A Permit to Work must be in place prior to any works being undertaken by a non-Bournemouth Airport Employee on any electrical system. In addition no works are to be undertaken on any LV or HV system without risk assessments and method statements, to the satisfaction of Bournemouth Airport, being in place. The Permit requires the persons undertaking the works to sign off the works on completion.

#### 4.2.5 AIRSIDE WORKS AUTHORISATION FORM (AWAF):-

The AWAF is a notification to Air Traffic Control of non-routine works that are taking place within the operational area of the Airport. The AWAF will normally be attached to a Permit to Work. Work to be undertaken within the operational area requires stringent planning and assessment from both a logistic and security level. Early consultation for Airside works is required to avoid accidents, delays and additional costs.

#### 4.2.6 OTHER PERMITS:-

Other Permits, which may be issued, are:-

- Working in Confined Spaces
- Working Near Water
- Lifting Equipment & Operations; Working at Height
- Potentially Explosive Atmospheres
- Mobile Plant
- Working on Pressure Systems and with Gas Cylinders

### 4.3 REQUIREMENTS FOR PERMIT TO WORK

All proposed works must be notified to Bournemouth Airport Engineering Department using the BOH Standard Application for Permit to Work Form. The application shall be lodged with the Engineering Department a minimum of 4 working days prior to commencement.

The application form must be accompanied by a description of the works to be undertaken, and for example, Method Statement and Risk Assessment for the proposed works. If the works will include any ground penetration works, a Permit to Dig will also be required. Full contact details and timings of the works must be detailed on the application form.

If the works involve the use of a naked flame, 'hot' materials or tools, or if the work has a potential to cause smoke, dust or matter that may affect the Airport fire alarm system a Hot Works Permit will be required to ensure no risk to life, plant, equipment or disruption to Airport operations.

Additional information may be required to fully assess the proposed works, which will need to be supplied prior to a permit being issued.

The operative requiring the Permit to Work must not commence works until the required Permit(s) has been issued on site and relevant systems isolation have been undertaken if required.

The operative is required to have the valid Permit with them at all time and notify the Engineering or Fire and Rescue Service on completion of the works, to enable post works checks to be undertaken.

#### **4.4 NOTIFICATION OF PLANNED WORKS**

Prior to works commencing all departments, companies and Airport operators, that are likely to be effected by the works, are to be informed of the scope and nature of the works.

Notification will be via the issue of an Operational Works and Safety Instruction (OWSI).

The Notification process is shown in the Flow Chart contained as Appendix 2

##### **4.4.1 OPERATIONAL WORKS AND SAFETY INSTRUCTION (OWSI):-**

OWSIs are issued to ensure that information regarding the safe operation of works on the Aerodrome is brought to the attention of all staff, service partners and Airfield users. It is the responsibility of all persons to ensure that relevant OWSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager. OWSIs are issued as part of the Standard Conditions of Use of the Airport; copies of which are available from the Airport's Registered Office.

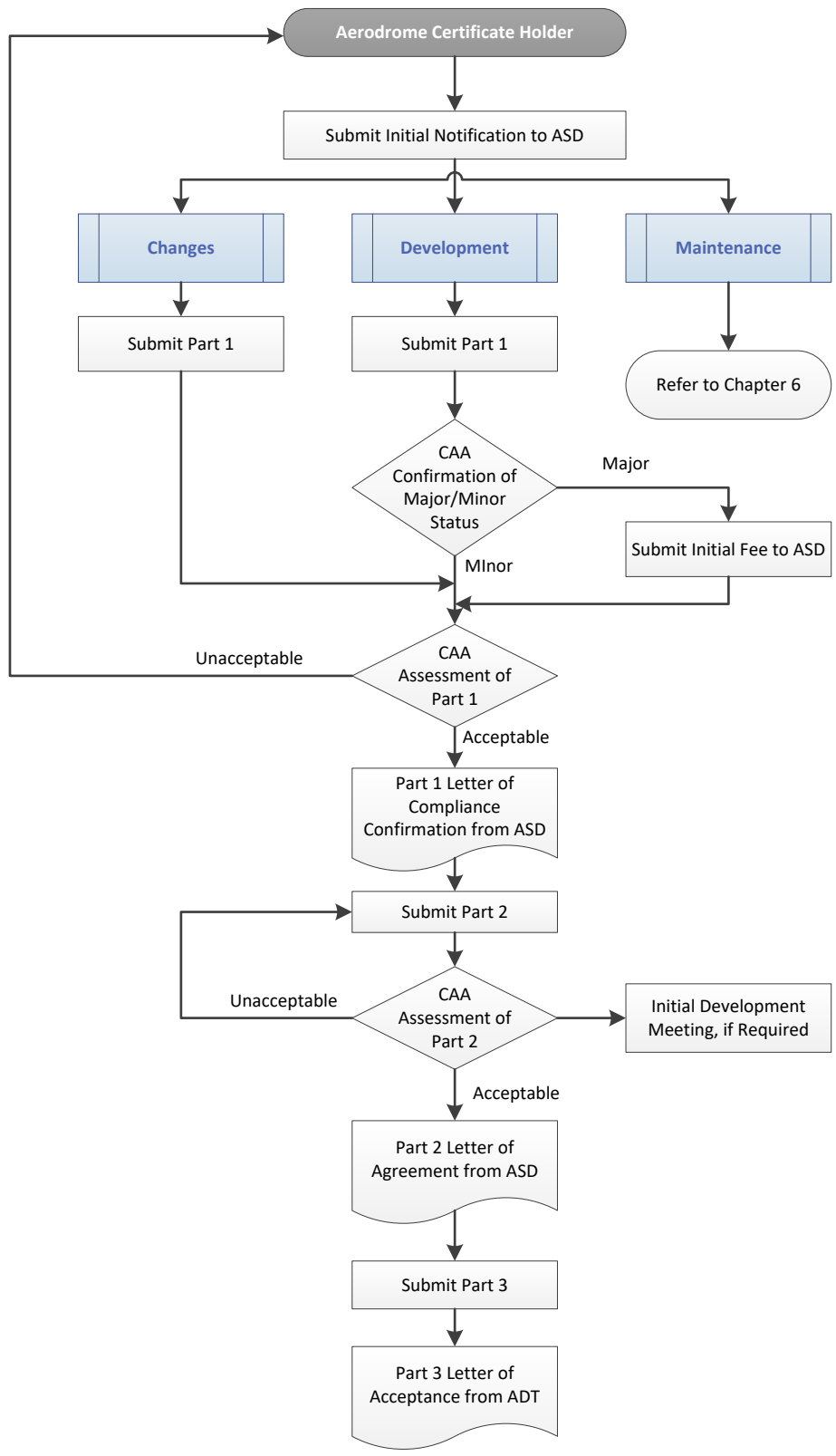
#### **5. POST WORK INSPECTIONS**

##### **5.1 Additional inspections of all or part of the Manoeuvring Area are to be made by the RFFS personnel after any work on the Manoeuvring Area has been completed.**

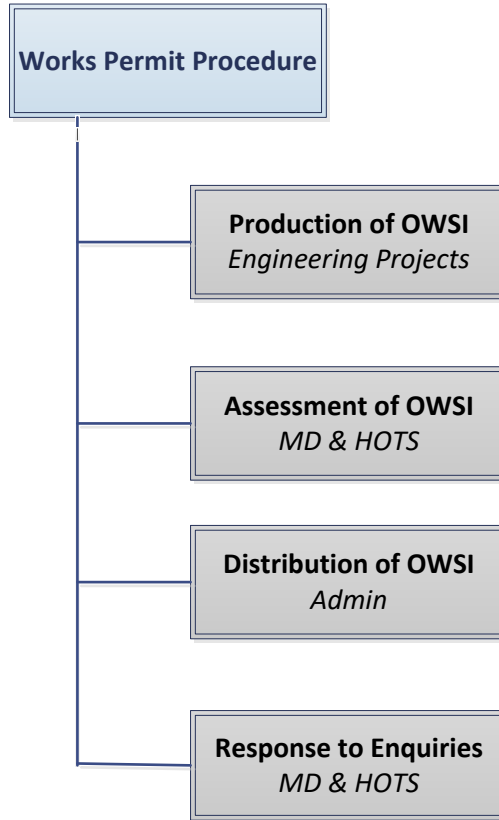
Additional inspections of all or part of the Apron(s), Maintenance Areas or other areas of the Airfield are to be made by the Asset Manager and/or Air Traffic & Operations Manager after any work on these areas has been completed. Any inspections as required above must be completed before any aircraft are allowed to use the relevant area, even though delays may be caused to aircraft in so doing.

All faults and/or un-serviceability found will be reported as per the requirements detailed in AOI 02; Movement Area Inspection and Reporting.

APPENDIX 1 SUBMISSION PROCEDURE FLOWCHART



APPENDIX 2 NOTIFICATION PROCESS



## APPENDIX 3

 <b>Bournemouth Airport</b> <small>Part of Bournemouth &amp; Dorset Airport</small>	<b>APPLICATION FOR PERMIT TO WORK</b>
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<b>FOR BOH USE ONLY</b>	<b>REF NO:-</b>		<b>RECEIVED:-</b>	
	<b>PROCESSED BY:-</b>			

<b>APPLICANT:-</b>		<b>APPLICATION DATE:-</b>	
<b>CONTACT NAME:-</b>		<b>CONTACT NO:-</b>	
<b>LOCATION OF WORKS (SKETCH / DESCRIPTION)</b>			
<b>START DATE:-</b>		<b>DURATION:-</b>	
<b>DESCRIPTION OF WORKS</b>			
<b>METHOD STATEMENT AND RISK ASSESSMENT MUST BE INCLUDED WITH THIS APPLICATION TO ALLOW PERMIT TO BE PROCESSED</b>			
<b>OTHER INFORMATION:-</b>			

Please Note:-

A minimum of 4 working days required from date of application to process this application.

Utility information supplied by Bournemouth Airport is supplied under the following conditions:-

Bournemouth Airport does not guarantee the accuracy of the information supplied. Whilst it is believed to be correct, it should be regarded as a guide only, to the nature of the plant. Users of this information are advised to satisfy themselves as to the exact position and depth of the mains and services, prior to commencing any excavation. Please contact the Airport's Head of Technical Services if further assistance is required. Please note information supplied on the location of British Telecom or Gas Transportation Company plant should be verified with BT or GTC for exact details of the plant.

## APPENDIX 4

 <b>Bournemouth Airport</b> <small>City of Bournemouth &amp; Bournemouth Airport</small>	<b>APPLICATION FOR PERMIT TO DIG</b>
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<b>FOR BOH USE ONLY</b>	<b>REF NO:-</b>		<b>RECEIVED:-</b>	
	<b>PROCESSED BY:-</b>			

<b>APPLICANT:-</b>		<b>APPLICATION DATE:-</b>	
<b>CONTACT NAME:-</b>		<b>CONTACT NO:-</b>	
<b>LOCATION OF WORKS (SKETCH / DESCRIPTION)</b>			
<b>START DATE:-</b>		<b>DURATION:-</b>	
<b>AREA OF DIG:-</b>		<b>DEPTH OF DIG:-</b>	
<b>DESCRIPTION OF WORKS</b>			
<b>METHOD STATEMENT AND RISK ASSESSMENT MUST BE INCLUDED WITH THIS APPLICATION TO ALLOW PERMIT TO BE PROCESSED</b>			
<b>OTHER INFORMATION:-</b>			

Please Note:-

A minimum of 4 working days required from date of application to process this application.

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