Control of Aerodrome Works

Airside Operational Instruction (AOI) 04

BournemouthAirport

Part of Regional & City Airports

DOCUMENT REVIEW HISTORY		
AOI 04	**CURRENT VERSION:-**	**V3.0**
ISSUE DATE:-	DECEMBER 2017	

VERSION	REVIEW	DATE
V1.0		September 2015
V2.0		September 2016
	2.1	September 2017
V3.0		December 2017
	3.1	December 2020
	3.2	April 2022
	3.3	April 2024

❖ AMENDMENTS

This document will be subject to a routine review, over a period not exceeding 36 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.

❖ REVIEW / AMENDMENT HISTORY

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

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

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

PARAGRAPH	AMENDMENT
	Nil

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

PARAGRAPH	AMENDMENT
	New ownership

REVIEW SUMMARY			
VERSION / REVIEW REF:-	3.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 20	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	Nil

REVIEW SUMMARY			
VERSION / REVIEW REF:-	3.2	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	APR 22	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT
All	AOI retitled to incorporate AOP 41

REVIEW SUMMARY			
VERSION / REVIEW REF:-	3.3	REVIEW COMPLETED BY:-	KEITH JEWITT
DATE:-	APR 24	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT
4.2	Added the Airfield Safeguarding and Compliance Officer

❖ CONTENT

1. INTRODUCTION

1.1 PURPOSE

It is necessary to carry out construction, maintenance or repair work on a regular basis, both during the day and night periods, on the Movement Area and Aprons. This AOI details the arrangements in place, the responsibilities of those involved and the procedure to be followed for the safe co-ordination and conduct of Airside works; with particular reference to the management of contractors.

1.2 AERODROME AREAS

The specified rules, for the conduct of work undertaken, are applicable to the following Airside areas:-

- Manoeuvring Area:- Runway; Taxiways & Associated Grass Areas
- Aircraft Parking Areas and the Apron Taxilane
- Apron Areas:- Equipment Areas; Airside Roads; Cargo Handling Areas
- Any other location or site as designated by the Airport Management

2. MANAGEMENT OF CONTRACTORS

2.1 REQUIREMENTS

An established system is 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 Airport's operations, needs to have a Permit to Work. Failure to produce any of the necessary, requested documents will result in the work being stopped and contractors being escorted off site.

2.2 OBJECTIVES

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

3. CHANGES TO AERODROME INFRASTRUCTURE

3.1 INTRODUCTION

The continued validity of the Aerodrome Certificate requires that any changes to the physical characteristics of the Aerodrome, including new buildings, alterations to existing ones 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.

3.2 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 642; Airside Safety Management
- CAP 728; Management of Safety
- CAP 772; Bird Strike Risk Management for Aerodromes
- CAP 760; Hazard Identification and Safety Cases.

4. AIRSIDE DEVELOPMENT

4.1 CLASSIFICATION

Airside developments can be categorised as either Major or Minor projects and are classified dependent on the scale of &/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 an 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.

4.2 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 current CAA notifications, will be made following an evaluation by the CAA assessment team.

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 Airfield Operations, Air Traffic Control, RFFS and Engineering, as relevant.

Minor works and maintenance schemes may be managed internally through the BOH Asset Manager or the Airfield Safeguarding and Compliance Officer, 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 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 the CAA (ASD), which demonstrate full compliance with the Licensing requirements (Ref. 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.

4.3 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

A 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.

Any additional requirements of the ANS Change Management Procedure will be managed by the Manager Air Traffic Services.

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.

4.4 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

4.4.1 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

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

4.4.2 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 Access, Safeguarding and Marking
- Airfield Operating Procedures during Work
- Weather Minima
- Low Visibility Procedures (LVPs)
- Emergency Procedures
- Day & Night Start Work Procedures
- Day & Night Procedures for the Control & 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 Risk Assessment, 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 Risk Assessment.

4.4.3 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.

4.5 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.

5. PERMIT TO WORK PROCEDURES

5.1 PURPOSE

The Permit to Work system is operated 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 78; Asbestos Management

5.2 TYPES OF PERMIT

5.2.1 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

5.2.2 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

5.2.3 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 the Airport's 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.

5.2.4 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.

5.2.5 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

5.3 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.

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

5.4 NOTIFICATION OF PLANNED WORKS

Prior to works commencing all departments, companies and Airport operators, that are likely to be affected 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).

5.4.1 OPERATIONAL WORKS AND SAFETY INSTRUCTION (OWSI):-

OWSIs are issued to ensure that information regarding the safe operation of works on the Aerodrome is advised to 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 are available from the Airport's Registered Office.

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

5.5 EXEMPTIONS

Certain units are trained and authorised to carry out some urgent works and certain specified works on the Manoeuvring Area, without requiring a Works Permit; these include:-

- Routine Inspections
- Replacement of Light Fittings
- Repairs to Pit covers
- ILS adjustments

These works must be notified and agreed with ATC, providing a full brief, including:-

- Area(s) of Work
- Nature of Work
- Operational implications
- Timing and notification of clearance of site / restoration of facilities
- Name of person in charge
- Contact arrangements

6. POST WORK INSPECTIONS

6.1 REQUIREMENTS

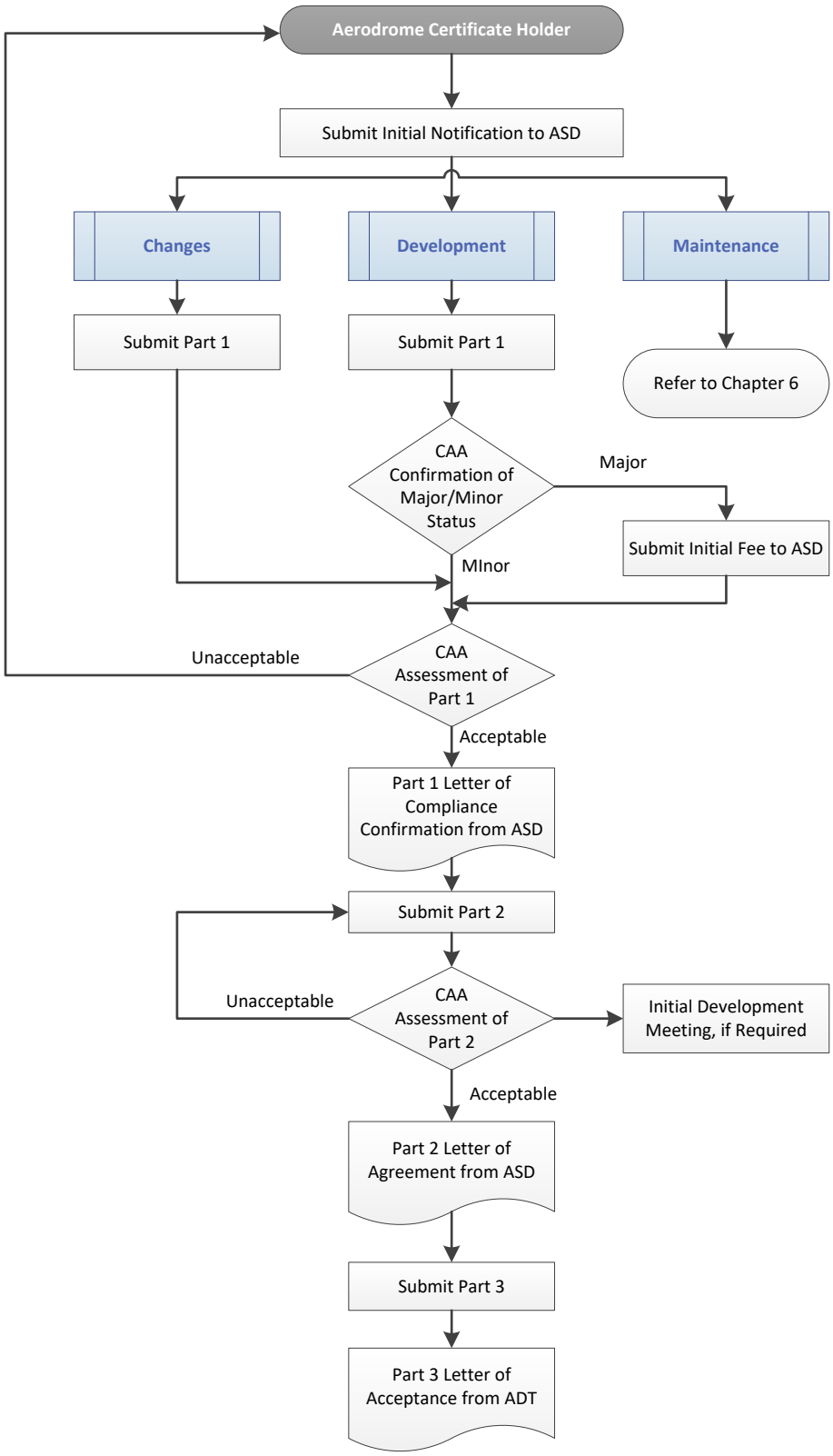
Additional inspections of all or part of the Manoeuvring Area are to be made by the RFFS personnel after any work on the Manoeuvring Area has been completed.

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 &/or appropriate Operations staff, after any

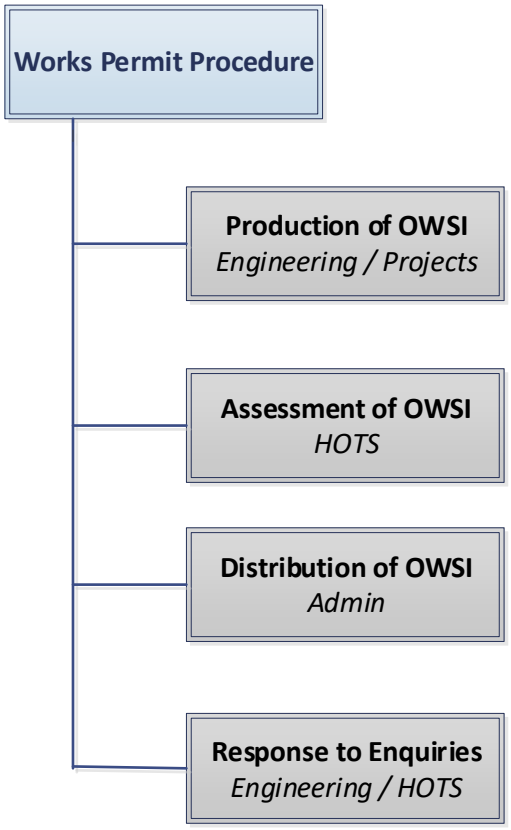
work on these areas has been completed. Any inspections as required above must be completed before any aircraft are allowed to use the relevant area, even though delays may be caused to aircraft in so doing.

All faults &/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 APPLICATION FORM; PERMIT TO WORK

BournemouthAirport	APPLICATION FOR PERMIT TO WORK

FOR BOH USE ONLY	REF NO:-		RECEIVED:-	
	PROCESSED BY:-			

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

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 APPLICATION FORM; PERMIT TO DIG

BournemouthAirport	APPLICATION FOR PERMIT TO DIG

FOR BOH USE ONLY	REF NO:-		RECEIVED:-	
	PROCESSED BY:-			

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

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.