



OPERATIONAL SAFETY INSTRUCTION

Version B Issued 01/09/2020

Airside Work Permits

Issued By Airside Operations Co-ordinator Ref BRS-OSI-AW-001

It is the responsibility of all employers to ensure that relevant OSIs 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.

1. INTRODUCTION

To improve control of works and aid the assessment, mitigation and communication of risks to the airside operation, all internal departments and business partners will be required to be in receipt of an airside work permit for external works or activities that could impact the safety of aircraft and airside users. Affected departments would include Bristol Airport Development, Engineering, Rescue and Fire-Fighting (RFFS), NATS and all airside contractors and airside business partners.

This OSI should be read in conjunction with OSI-AW-002 Cranes and Tall Equipment, OSI-AW-003 Aerodrome Development and Maintenance, OSI-AW-004 On-Aerodrome Development Safeguarding and OSI-AW-005 Guidance for Airside Pass and Permit Applications.

2. CRITERIA FOR A WORK PERMIT

A permit application should be made where any one or a combination of the following criteria would apply:

- a) Any external development or intrusive maintenance work taking place on airport-owned facilities or infrastructure, on the movement area (external airside);
- b) Any activity requiring the closure of the runway, or all or part of the taxiway network, or all or part of the apron areas;
- c) Any activity with the runway cleared and graded area, taxiway strips or Runway End Safety Areas, (e.g. landscaping, herbicide application etc);
- d) Any activity disturbing the integrity of the pavement and ground surfaces (patching, coring, ducting, etc.);
- e) Any airside surveying activities;
- f) Any activity that requires critical systems to be removed from service (including during non-operational periods). Critical systems would include;
 - a. Aeronautical ground lighting (primary circuit isolations, bulk fitting changes, control and monitoring software, etc);
 - b. Aids to navigation (localiser, glidepath, wind speed and direction indicators, SAMOS, IRVRs, SMR, PSR, etc);

- c. Radio receiver or transmitter capability;
- d. Generators and UPS provision;
- e. Apron lighting;
- f. ATC tower building;
- g. Airside operations accommodation;
- h. RFFS accommodation.

An Airside Work Permit specific to each activity will be required, whether activities are related to system maintenance and/or development; or replacement of systems individually; or as part of larger projects.

3. OUTSIDE OF SCOPE

A work permit will **not** be required for routine maintenance and other activities where none of the criteria above apply and the airfield systems can remain operational, for example:

- a) Individual AGL fitting changes (a separate procedure applies to the communication of isolations for routine maintenance)
- b) Non-intrusive maintenance activity such as inspections, torquing of bolts, etc;
- c) Cleaning (where systems can remain operational);
- d) Servicing (where systems can remain operational);
- e) Flight testing;
- f) Snow clearing;
- g) Aircraft removal following a ground incident;
- h) Routine apron deliveries;
- i) Airfield closure due to ongoing incident and activities supporting this.

4. PERMIT APPLICATIONS

Applications for an airside work permit are to be made using the Airside Work Permit application form, BRS-F-AOPS-002. This application form should be provided to you by your Bristol Airport Project Manager or may be obtained by contacting the work permit email address below.

Application forms should be completed and sent with the required accompanying information to airsidewp@bristolairport.com. Airside work may only commence on receipt of an approved permit, and in accordance with any conditions or restrictions stated therein.

Applications should be made with a minimum of five working days' notice to enable airside operations sufficient time to assess the risk, assess impact to operations and to process the permit. Only works of an emergency nature will normally be approved with less than five days' notice. Emergency works are defined as works which are unplanned, of short notice and duration, required to ensure the safety or efficiency of the operation, see OSI-AW-003 for further information on short-notice work.

Applications should be made with complete and clear information and with such detail that a person with limited construction understanding should be able to interpret the works being undertaken and make a judgement over their impact. A diagram or explanatory drawing should be attached where appropriate. The use of acronyms or specialist terminology should be avoided.

Detailed, site-specific risk assessment and method statements (RAMS) are required as part of the application process. These should NOT be generic task RAMS, but an overview of the activities and risks associated with the PROJECT being undertaken.

The level of detail required will be driven by the complexity and risk level associated with the project. Further information regarding the items to be considered is provided within OSI-AW-003 Aerodrome Development and Maintenance. Contractors should work with the Bristol Airport Project Manager and Airside Operations department in the production of RAMS prior to submission.

However, we would expect to see the following items **as a minimum** in any application RAMS:

- Name and contact details of applicant
- Site location
- Working hours
- Programme and phasing
- Overview description of the nature of the project work
- Airside specific insurance cover
- Access and egress arrangements
- Escorting provision and pass management
- Delivery and storage arrangements
- Site compound and storage areas
- Site handover and handback procedures, including
 - Actions required for the removal of works area from service
 - Actions required for the return of works areas to service
- Anticipated impact of the works on airport operations and how these will be mitigated
 - Areas to be removed from operational service
 - Impact on any NAVAIDs (radars, Instrument Landing Systems, radio systems etc.)
 - Production of Foreign Object Debris (FOD)
 - Dust
 - Noise
 - Hot works
 - Temporary lighting
- Anticipated impact of airport operations on the works and personnel involved and how these will be mitigated
 - Jet blast
 - Prop wash
 - Rotor wash
 - Noise

- Contact details for key personnel
 - Contractor Project Manager
 - Bristol Airport Project Manager
 - Site Agents, Foreman, etc who will be present on site throughout

In addition to the requirements for an airside work permit, note that all contractors operating on the Bristol Airport site must comply with the current Engineering work permit and control of controller processes. For further information on this, please contact the Engineering admin team: engineering.admin@bristolairport.com and see the guidance on permits and passes contained within OSI-AW-005.

5. GENERAL ENQUIRIES

If there is any doubt around whether an airside work permit is required or not or for other queries, please contact airsidewp@bristolairport.com.