



**OPERATIONAL SAFETY INSTRUCTION**

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**Airside Work Permits**

<b>Document Owner</b>	Airside Operations Co-ordinator	<b>Ref</b>	BRS-OSI-AW-001
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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 Service (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. These are available on the Bristol Airport Airside Operations webpage [Airside | Bristol Airport](#).

**2. CRITERIA FOR A WORK PERMIT**

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

- 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 within 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 include:

- a. AGL/ Approach Lighting (where partial or full circuit isolation is required) and/or AGL software work where isolation is required.
- 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 (only when they support AGL or other critical infrastructure within this list).
- e. Apron lighting.
- f. ATC tower building.
- g. Airside Operations accommodation.
- h. RFFS accommodation.
- i. IT services and fixed telephone lines to and from ATC/Control/Airside Ops.
- j. 2020 FDMS and EFPS.
- k. PIDS System.

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.

Some operational systems not managed by NATS which require to be taken out of service or worked on, may impact the ATC systems. Prior engagement with NATS ATC is required, in addition to a work permit, for work on the following systems:

- a) 2020 FDMS
- b) EFPS
- c) IT Services impacting NATS

### 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.
- b) Non-intrusive maintenance activity such as inspections, torquing of bolts, etc.
- c) Internal construction/maintenance works.
- d) Cleaning (where systems can remain operational).
- e) Servicing (where systems can remain operational).
- f) Flight testing.
- g) Snow clearing.
- h) Aircraft removal following a ground incident.
- i) Routine apron deliveries.
- j) Airfield closure due to ongoing incident and activities supporting this.
- k) Works entirely located within the Fuel Farm compound, which do not impact the surrounding apron roadway.

#### 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 must be downloaded from the Bristol Airport Operations Webpage: [Airside | Bristol Airport](#).

The form must be completed and sent with the required insurance information to [airsidewp@bristolairport.com](mailto:airsidewp@bristolairport.com). Airside work may only commence on receipt of an approved permit, and in accordance with any conditions or restrictions stated within the permit, and with adherence to section 5.0.

Applications should be made with a minimum of five working days' notice to provide 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, or required to ensure the safety or efficiency of the operation. See BRS-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.

Risk assessments and method statements (RAMS) are not required as part of the airside work permit application process. This is because the work permit form must be completed with detailed, site-specific information and risk assessment pertaining to the proposed activity. The level of detail required will be driven by the complexity and risk level associated with the project. Contractors should work with the Bristol Airport Project Manager and Airside Operations department if there is any uncertainty as to the requirements.

Bristol Airport shall expect to see the following items **as a minimum** in any work permit application:

- 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 (submitted as appendices to the permit form)
- Access and egress arrangements
- Escorting provision and pass management
- Delivery and storage arrangements
- Site compound and storage areas
- (When required) 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 E-permit process. Please see the guidance on permits and passes contained within BRS-OSI-AW-005.

## 5. PERMIT APPROVAL AND COMMUNICATIONS

The approved permit will contain a unique work permit reference number and shall be sent electronically to the work permit applicant, Airside Operations and any other key stakeholders who may be directly impacted by the planned works.

A copy of the permit (paper or electronic) must be held by the person completing the work (or in the case of a larger working party, the works supervisor onsite). The applicant has the responsibility to ensure that the onsite works point of contact is provided with a copy of the approved permit, if the applicant will not be attending site with the working party. The person(s) completing the works onsite shall be fully briefed and appraised of agreed requirements/control measures, by the work permit applicant.

Airside Operations will actively monitor airside work-in-progress in line with their daily duties, on the movement area. They shall request to the working party, to see confirmation of the approved work permit, which must be provided to them without delay. Failure to provide the work permit shall result in the works ceasing, and the contractors being escorted away from the works area, until a copy of the applicable permit can be provided, or an investigation is undertaken, to ascertain why works were planned and were taking place, without a valid airside work permit in place. An Airside Works Permit application must then be submitted, according

to the requirements set out in section 4. Only when the permit has been approved and stakeholders advised, can work re-commence.

## 6. WORK ON THE MANOEVRING AREA

The manoeuvring area is defined as that part of the aerodrome used for the landing, take off and taxiing of aircraft, and it excludes the aircraft apron. It is also known as the airfield. All work on the manoeuvring area will be subject to additional restrictions. This is because of the proximity of the works to critical infrastructure, such as runways, taxiways and navigation aids and live aircraft movements.

There is also a requirement to ensure that the manoeuvring area is fully safeguarded during periods of reduced visibility, and personnel operating in this area will be restricted. This means that work-in-progress may not be permitted on the manoeuvring area during Low Visibility, while the airfield is operational, unless there are additional mitigations in place and/or the work is of an urgent nature. Further details on aerodrome safeguarding and low visibility can be found in BRS-OSI-WX-002 Low Visibility Operations. For work in this area, significant additional time should be allowed to develop suitable methodologies and processes. Additional approvals may be required from the CAA, using the CAP 791 process. Further information on this process is available from BRS-OSI-AW-003 Aerodrome Development and Maintenance.

As a general rule, any intrusive work within the runway strip (including the cleared and graded portion of the strip) shall not be permitted during operational hours. However, non-intrusive work (such as grass cutting, strimming, etc) may continue, subject to local agreement between the contractor (when applicable) and BAL. Each type of proposed work in this area shall be reviewed on a case-by-case basis, considering the potential for operational impact. Approvals and mitigation for working within this area will be confirmed within the Airside Work Permit.

## 7. 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](mailto:airsidewp@bristolairport.com).