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## Guidance for obtaining a Permit to Work

In order to gain access to Bristol Airport as a contractor, working both landside and airside an authorisation to work permit must be obtained before any works can proceed. Specific information is required from the contractor to be able to begin the permit to work process. Please find information below relating to the processes required to obtain authorisation to work.

1. Contractor Inductions
2. Permit Applications
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  - 3.1 Site Attendance / Sign in and Out
  - 3.2 Fire Station Attendance
4. Temporary Airside ID Passes
5. Security Escorts

### 1. Contractors Inductions

It is a mandatory requirement that all individual contractors who are required to attend site have completed a Bristol Airport Contractors Induction via Airdat, each induction will cost £25.00. The induction is completed via a cloud-based platform, therefore easily accessible via mobile devices working within a Wi-Fi zone.

Once the induction has been completed, all individuals will be issued with a certificate that lasts 12 months. The certificate is used to obtain permits to work and airside ID passes here at Bristol Airport. Please check the expiry date of the induction certificate before proceeding with any applications.

To complete the contractor's induction, please follow the below link to complete the course. An account will need to be created for each individual employee of the contracting company attending site.

- [Login - PASSPORT \(airdat.org\)](https://airdat.org)

### 2. Permit Applications

All contractors who wish to conduct works onsite at Bristol Airport must be Alcumus Safe Contractor approved. If this accreditation is not held, the company will not be able to obtain a permit to work at Bristol Airport.

Alcumus SC accreditation can be applied for by contacting Alcumus directly via the below details.

- [Safe Contractor Registration Portal](#)
- Tel: 03301278338

All contractors who hold this accreditation can apply for permits to work through our Eco Online e-Permits portal. To be registered to this platform please contact the permit team to register your account. Please send company details and the companies Alcumus Safe Contractor accreditation number to [Epermit.queries@bristolairport.com](mailto:Epermit.queries@bristolairport.com).

Once registered on e-Permits the company will be provided with an account and digital dashboard. Please note it is the contractor's responsibility to manage their e-Permits accounts including onboarding employee's information and competency certificates. Information on what is required and how to complete the set up can be found in the contractor training video linked below.

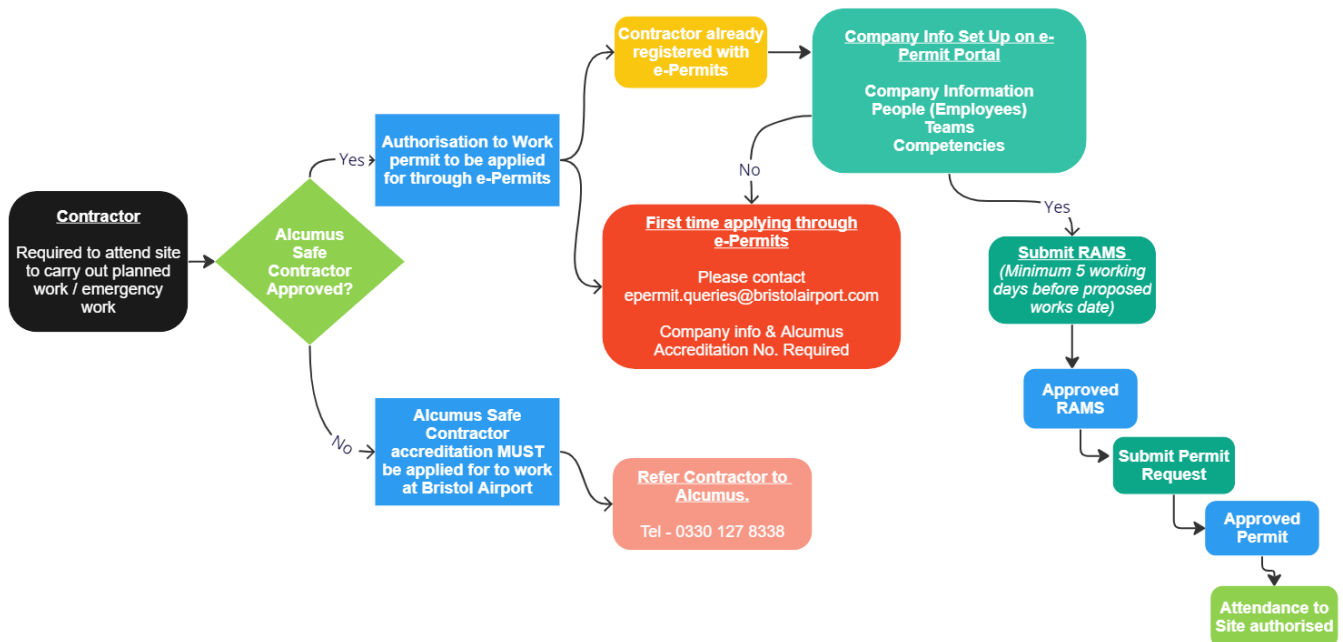
Once the company has been set up, RAMS and permit applications can be submitted for review. All permit requests must be completed a minimum of 5 working days before the anticipated works are due to start. Attendance to site should not take place until a permit has been moved to the approved status. This is traceable via the e-Permits platform.

If you have any queries regarding the process, please contact the permit team via the e-Permit queries email address.

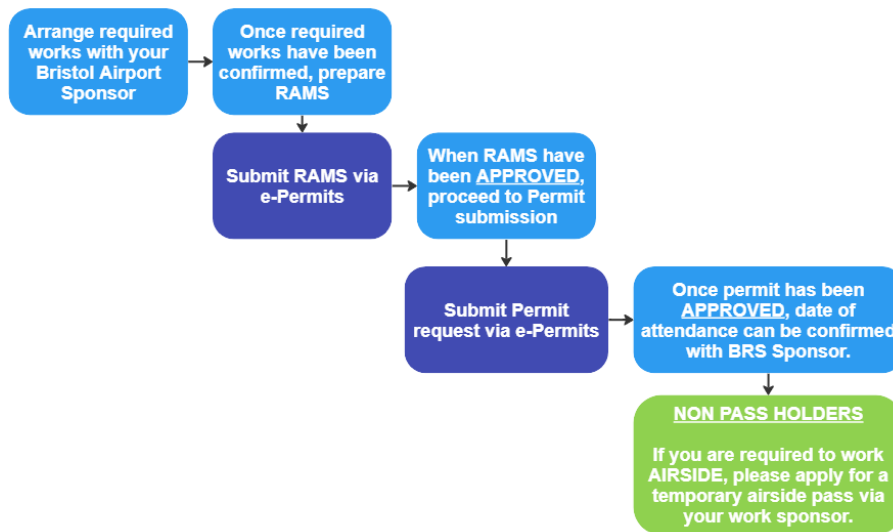
If you need assistance in using the e-Permits Portal, please use the training video linked below.

- Contractor Training Video Link : <https://vimeo.com/user/168566393/folder/16019678>

### Alcumus/e-Permits registration process –



### Permit Application overview –



### 3. Permit Collections

All permits that have been approved require issuing on arrival to site here at Bristol Airport. No works should commence until the permit has been processed to the issued status.

Permits are issued via contacting the BRS Engineering Duty Manager (EDM) on **01275 473729** during the below timeframes.

- **Monday to Sunday** – 08:00hrs – 10:00hrs
- **Monday to Sunday (Out of hours)** – 19:00hrs – 21:00hrs.

If collection of the permit is not possible during the above timeframe, please contact the EDM to agree a mutually convenient time to have the permit issued. This will need to be booked in advance.

Please note – Each permit number only needs to be issued once; this is the first day of attendance to site. The permit will remain open until the expiry date unless the permit is suspended or cancelled by BRS Engineering during the permit timeframe.

#### 3.1. Site Attendance / Sign in and Out

*Signing in and out of site is a separate process to collection of permits.*

All visitors and contractors are required to sign into site via OnLocation. The sign in process can be completed via the OnLocation tablets or QR codes situated around various location that are regularly used by contractors/ visitors to gain access or exit airport buildings.

When signing in to OnLocation a series of information fields will be required to be completed alongside a short questionnaire regarding the purpose of the visit to site. Contractors will be required to provide their permit to work number.

Once the visit to site is completed for the day, all contractors and visitors are required to sign out of site via the browser link generated by the QR code (*this can remain open on mobile devices for the duration of the day/night*) or via the QR codes/ Tablets when exiting the building.

Failure to sign out of site may result in contact from Who's OnLocation to prompt you to close your attendance.

QR codes are generated based on location and are presented in for the form of an A4 poster.

OnLocation tablets can be found in the following locations –

- Engineering Building (*Northside Road*)
- Main Gate (*Ground Floor Aviation House*)
- Motor Transport
- Terminal Control Point / TCP (*Main Delivery Route*)
- Lulsgate House (*Southside*)

### 3.2. Fire Station Attendance

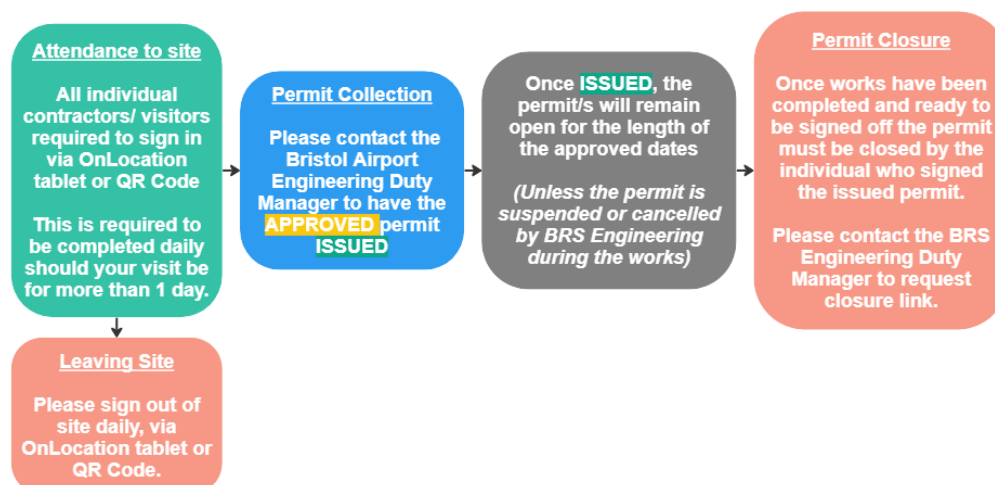
Prior to arrival at the Fire Station, please call the Watch Room (*This number can be obtained from your BRS Work Sponsor*).

An intercom directly linked to the Watch Room is also located within the entrance lobby of the Fire Station, alongside the OnLocation QR Code. Please use the intercom to inform of your arrival to station.

If working airside, please ensure all contractors are in possession of an Airside pass (*Full or Temporary*) and the correct identity documentation before attending station\*.

\*- *Identity document is required for all temporary airside passes.*

Permit Collection / Site Attendance overview –



#### **4. Temporary Airside ID Passes**

All contractors attending site with the requirement to work airside require an Airside Pass. If the contractor attending does not have a full airside pass, a temporary airside pass will be required for the duration of attendance.

A temporary pass application will need to be submitted directly to the BRS work sponsor for processing, if a copy of the form is required, please contact the work sponsor directly to request. Within the application form several documents are listed as a requirement to proceed with the application. Please supply these documents at the time of returning the application form.

A copy of the BRS Contractors Induction certificate will also be required.

#### **5. Security Escorts**

Contractors working on temporary ID passes will be required to be escorted by a full pass holder. If the company has employees who are full pass holders, they will be required to carry out the escorting duties.

If an external security escort is required, please contact the BRS work sponsor in advance to arrange an escort for the duration of works.