



Glasgow Prestwick Airport Contractor Control Policy

**Policy Document for Contractors working at Glasgow
Prestwick Airport (GPA) and Prestwick International
Railway Station**

Version 7

April 2018

CONTENTS

| Section | Contents | Version | Amendment | Date |
|---------|------------------------------------------|---------|-----------|----------|
| 0 | Title Page | 7 | 0 | April 18 |
| 0 | Contents | 7 | 0 | April 18 |
| 0 | Amendment Record Sheet | 7 | 0 | April 18 |
| 0 | Distribution List | 7 | 0 | April 18 |
| 0 | Abbreviations | 7 | 0 | April 18 |
| 0 | Foreword | 7 | 0 | April 18 |
| 0 | Statutory Regulations | 7 | 0 | April 18 |
| | | 7 | | April 18 |
| 1 | QUICK GUIDE | 7 | 0 | April 18 |
| | | 7 | | April 18 |
| 2 | WHAT DETERMINES A CONTRACTOR? | 7 | 0 | April 18 |
| | | 7 | | April 18 |
| 3 | DOCUMENTATION | 7 | 0 | April 18 |
| 3.1 | Documents Contractors must provide | 7 | 0 | April 18 |
| 3.2 | Insurance Requirements | 7 | 0 | April 18 |
| 3.3 | HSE Notifiable Projects | 7 | 0 | April 18 |
| 3.4 | Confirmation returned to the Contractor | 7 | 0 | April 18 |
| | | 7 | | April 18 |
| 4 | INDUCTION | 7 | 0 | April 18 |
| 4.1 | Arrangements | 7 | 0 | April 18 |
| 4.2 | GPA Airport Users Alcohol & Drugs Policy | 7 | 0 | April 18 |
| 4.3 | Restricted Access Due to Issued Weather | 7 | 0 | April 18 |
| 4.4 | Working at Height | 7 | 0 | April 18 |
| | | 7 | | April 18 |
| 5 | REGISTRATION | 7 | 0 | April 18 |
| 5.1 | Arrangements | 7 | 0 | April 18 |
| 5.2 | Out of hours & emergency call outs | 7 | 0 | April 18 |
| | | 7 | | April 18 |
| 6 | GPA PERMITS | 7 | 0 | April 18 |
| 6.1 | GPA's Permits Issued to Contractors | 7 | 0 | April 18 |
| | | 7 | | April 18 |
| 7 | SECURITY | 7 | 0 | April 18 |
| 7.1 | Contractors security pass authorisation | 7 | 0 | April 18 |
| 7.2 | Temporary airside escorted vehicle pass | 7 | 0 | April 18 |
| | | 7 | | April 18 |
| 8 | AUDITS | 7 | 0 | April 18 |
| 8.1 | Competency Audits | 7 | 0 | April 18 |
| 8.2 | Contractor Safety Inspections | 7 | 0 | April 18 |
| | | 7 | | April 18 |
| 9 | CONTRACTOR CONTROL ARRANGEMENTS. | 7 | 0 | April 18 |
| 9.1 | Asbestos | 7 | 0 | April 18 |
| 9.2 | Loaning of GPA Equipment | 7 | 0 | April 18 |
| 9.3 | Personal Protective Equipment | 7 | 0 | April 18 |

| Section | Contents | Version | Amendment | Date |
|----------------|-------------------------------------------|----------------|------------------|-------------|
| 9.4 | Waste Management | 7 | 0 | April 18 |
| 10 | RELATED DOCUMENTS | 1 | 0 | April 18 |
| | Appendices | 7 | 0 | April 18 |
| | Appendix A – Insurance Map | 7 | 0 | April 18 |
| | Appendix B – Mandatory Items | 7 | 0 | April 18 |
| | Appendix C – Works Approval Form | 7 | 0 | April 18 |
| | Appendix D – Contact Details and site Map | 7 | 0 | April 18 |

AMENDMENT RECORD SHEET

| Version No. / Date | Details Of Amendment | Effective Date | Signature |
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| Version No. 1 / May 2011 | New document | 1st May 2011 | |
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| Version No. 6/ Nov 2016 | Full Review and Amendment | 11 th Nov 2016 |  |
| Version No. 7/ April 2018 | Full Review and Amendment | April 15 th 2018 |  |

DISTRIBUTION LIST

The following recipients will receive updates to the manual:-

| RECIPIENT | DEPARTMENT / COMPANY | ELEC |
|--------------------------------|---------------------------------------|------|
| CCO | Contractor Control Officer | Elec |
| Steve Thomson | Manager of ATC Services | Elec |
| Steve Jones | ATC SATCO | Elec |
| Andy Barclay | Airside Safety Manager | Elec |
| Ian Barr | Facilities Engineering / M/T Manager | Elec |
| Ian Garner | Facilities Engineering Supervisor | Elec |
| Malcolm Hadwin | Security Compliance Manager | Elec |
| Gillian Watson | EASA and Compliance Manager | Elec |
| Kate Kilgour | Security Operations Manager | Elec |
| Sonia Rafferty | Human Resource Director | Elec |
| Greg Feighan | Airside Operations Manager | Elec |
| Chris Dalrymple | Safety Health & Environmental Officer | Elec |
| John McCafferty | Safety Health & Environmental Manager | Elec |
| Alastair Smith Elaine Smith | Property Managers | Elec |
| Debbie White | Projects | Elec |
| James Menzies | Projects Manager | Elec |
| Alison Blackman | Client Experience Manager | Elec |
| Jules Matteoni | Operations Director | Elec |
| Jane Thomson | Landside Operations Manager | Elec |

Distribution

This policy document will be posted onto GPA's company intranet and notification of re-issues or amendments sent to all recipients above.

GPA Management Team is responsible for disseminating the contents of the policy to their departmental managers.

GPA's Property Department are responsible for disseminating relevant extracts of the document via the Tenant User Guide.

This policy will be distributed to contractors, tenants or concessionaires on request.

ABBREVIATIONS

| | |
|-------|-------------------------------------------|
| ATC | Air Traffic Control |
| ATE | Air Traffic Engineering |
| CCO | Contractor Control Officer |
| CDM | Construction Design and Management |
| CEO | Chief Executive Officer |
| COSHH | Control Of Substances Hazardous to Health |
| CSCS | Construction Skills Certification Scheme |
| CSI | Contractor Safety Inspections |
| GPA | Glasgow Prestwick Airport |
| SHEM | Safety Health & Environmental Manager |
| SHEO | Safety Health and Environmental Officer |
| ID | Identification |
| MEWP | Mobile Elevated Work Platform |
| PAL | Powered Access License |
| PPE | Personal Protective Equipment |
| RAMS | Risk Assessment / Method Statement |
| SI | Statutory Instruction |
| SRA | Security Restricted Area |
| TAVP | Temporary Airside Vehicle Pass |
| EO | Environmental Officer |
| PLI | Public Liability Insurance |
| PIRS | Prestwick International Rail Station |

FOREWORD

1. This policy details our approach to managing contractors working within the boundaries of Glasgow Prestwick Airport (GPA) and the Prestwick International Railway Station (PIRS).
2. We recognise that when we engage contractors to work on our premises we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contractor holds similar responsibilities and it therefore our policy to work together to ensure that our workplace remains safe and without risk to health.
3. Our aim is the elimination of all preventable work-related illnesses, injury and business loss by striving to continually improve our Health & safety performance.
4. If any departments are aware of any changes necessary to this plan, including changes to procedures, phone numbers etc, they must report the changes to the SHEO / SHEM
5. If you have any doubt about your ability to carry out any of these instructions effectively, please contact the Safety Health & Environmental Manager in the first instance.



John McCafferty
Safety Health & Environmental Manager
April 2018

STATUTORY REGULATIONS

This document describes the procedures that should be followed within GPA and also policies concerning the management of contractors in order to comply with current UK Legislation.

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999 (the Management Regulations)
- Construction (Design and Management) Regulations 2015 (CDM)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Working at Heights Regulations 2005
- Control of Asbestos Regulations 2012

RESPONSIBILITIES

Chief Executive Officer - Is responsible to the Board of Directors and has overall accountability for the Airport operation and undertakings carried out.

Jules Matteoni - Is Operations Director who holds accountability for Safety of the Operations

Safety Health & Environmental Manager – is responsible for oversight and governance of Control of Contractors and providing high level advice and guidance.

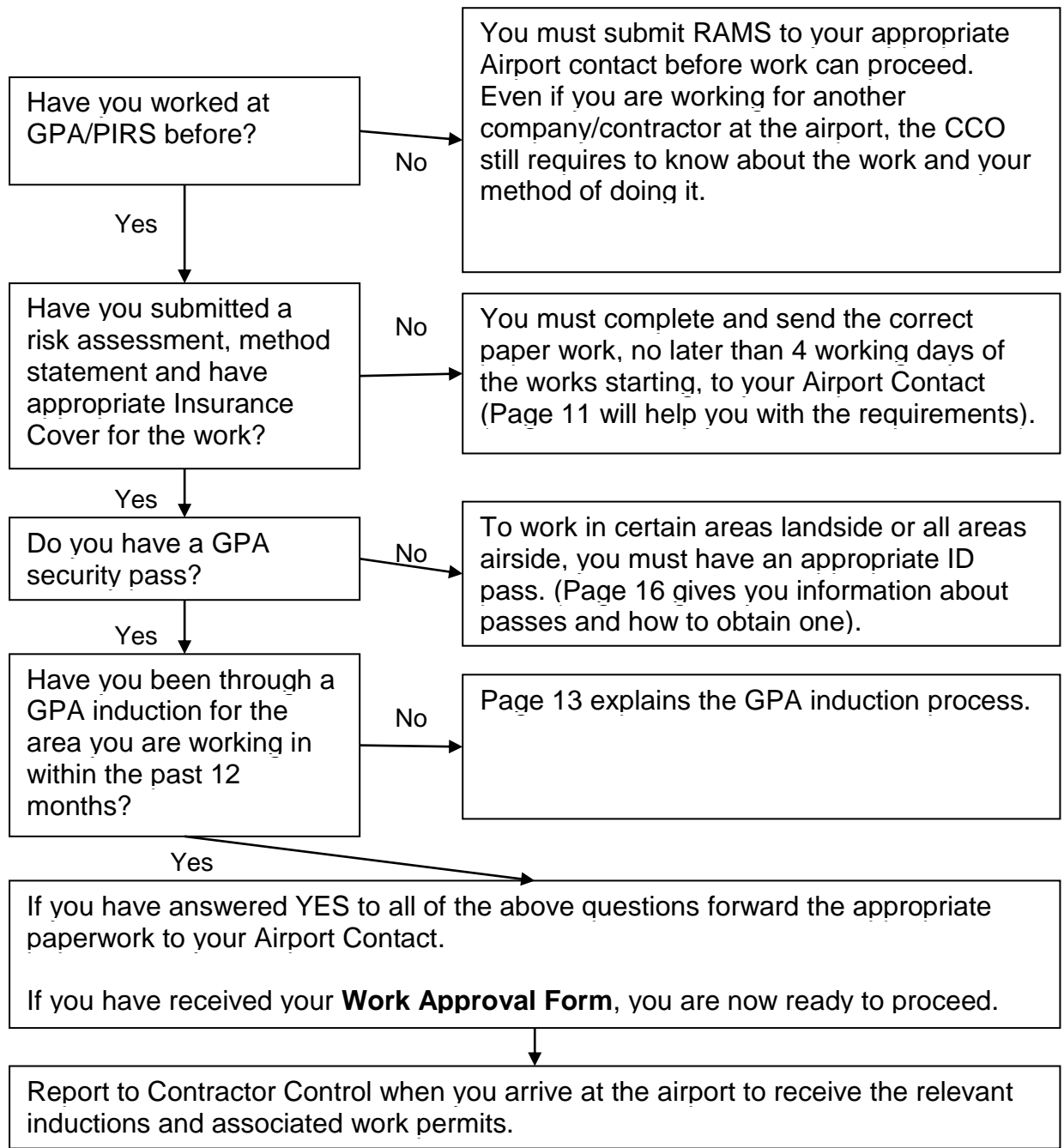
Safety Health & Environmental Officer – Is responsible for updating and reviewing the Control of Contractors Policy and interpreting and advising on changes in legislation. Is also responsible for the monitoring and control of contractor's works across GPA and PIRS, and the oversight and approval of RAMS submitted for any works

Property Department - Is responsible for liaison between GPA and Tenants and concessionaires relating to this policy.

Project Manager- Has a duty to appoint competent designers and contractors and to ensure that adequate arrangements are in place for managing the project. When necessary to notify HSE about the project and to manage the flow of information between clients, contractors and Contractor Control.

Contractors – Are responsible for ensuring that all persons involved within the works have reviewed and agreed submitted risk assessments and method statements and to have received a GPA briefing prior to the works commencing. Furthermore it is the responsibility of the contractor to ensure that all relevant work permits and IDs are in place for the works to commence.

1. Quick guide



2. What determines a Contractor?

A contractor needs to comply with the following Contractor Control Policy when he/she has been assigned a contract to carry out physical works, or any maintenance on or repairing a piece of equipment.

If the company is only scoping for potential works or inspecting an area and is under full escort of a full security badge holder, there is no need for a GPA Induction.

It is advisable to obtain a visitor pass from the Contractor Control Office. The visitor is the responsibility of the escort at all times.

However, it is recognised that some scoping or inspection works may involve high risk activities. The escort is responsible for ensuring that adequate risk assessments, method statements etc are undertaken, they may ask Contractor Control for assistance if required.

3. Documentation

3.1 Documents Contractors Must Provide (a minimum of 4 days in advance)

Once a contractor is selected to carry out work at GPA/PIRS, the following information must be submitted to the appropriate **Airport Contact**, i.e. the person requesting the job to be completed and with whom the contract is with.:-

1. A site specific Risk Assessment, highlighting possible hazards including the appropriate control measures.
2. A site specific Method Statement detailing how the works will be carried out.
3. Adequate Public Liability Insurance (PLI) determined on the location and the type of works being completed (see Appendix A).
4. Site Manager/Supervisor contact details.
5. Estimated arrival time on the start date for the planning of GPA Induction, if required.
6. If possible/relevant, a site specific works diagram.

The **Airport Contact** is responsible for ensuring the items above have been received using the appropriate checklist (located at appendix B). If all items have been received from the Contractor the **Airport Contact** is responsible for forwarding the documents to the Contractor Control Officer via email a minimum of **four working days** in advance of the works commencing.

Any hazards noted by the Contractor which may affect other persons on the premises are managed through GPA's own risk management i.e. barrier off an area, "lift out of order" signage. The CCO is responsible for ensuring relevant departments are informed and to ensure the work site is inspected during the works.

It is recognised that in certain circumstances e.g. emergency repairs, four working days will not be achievable. Best efforts must be made by all parties to work together to ensure appropriate safety documentation is put in place and signed off appropriately prior to the emergency works commencing.

Preferred contractors are exempt from this requirement as they supply RAMS to their respective GPA project leaders, however the Contractor Control Office can at any time request these to be produced for audit or inspection purposes.

3.2 Public Liability Insurance Requirement

Contractors must submit Public or Airside Liability Insurance to a specific value depending on where the job is being carried out, Appendix A gives the full breakdown of cover where £1million - £50 million insurance is required.

Under certain circumstances it may be possible for a contractor to work under GPA insurance cover. The Airport Contact must apply for GPA Insurance by completing the Health and Safety form GPA_HS_13. These applications will be considered on an individual basis at the discretion of the GPA Finance Director.

3.3 HSE Notifiable Projects

We recognise that larger projects may fall within the requirements of the CDM Regulations (Part 3), notifiable to the Health and Safety Executive and involve additional responsibilities. This policy is not intended to cover the specific arrangements for such projects which would be determined on a case by case basis by the SHEM.

3.4 Confirmation Returned to the Contractor

On receipt of the required RAMS the CCO will confirm to the Airport Contact that the paperwork is approved by returning, via email, a signed off Works Acceptance Form.

If there are any concerns with the submitted RAMS the CCO will email a Non-Approval Form to the Airport Contact requesting further information.

Only on receipt of a Works Acceptance Form can the Contractor proceed with the works. A copy of this Approval/Non Approval Works Acceptance Form can be found at Appendix C.

The Contractor must bring a copy of the Works Acceptance Form when signing in, at the Contractor Control Office, on the commencement of the job.

4. Contractor Control Induction

4.1 Arrangements

Each contractor **MUST** report to GPA's Contractor Control Office prior to the work commencing to be given an appropriate GPA/PIRS induction. The contractor can pre-book an induction at Contractor Control Office via the contact details in Appendix D. Contractors will be inducted by GPA's Contractor Control Officer in relation to the following matters:

Landside

- Permit to Work Systems
- Discovery of Asbestos
- Accidents and Incidents
- GPA Fire and Evacuation Procedures
- Safe Systems of Work
- Alcohol & Drugs Policy
- Emergency Procedures
- Working at Height
- Safety Observation Reporting Line
- PPE
- Airport Safety Notices
- Airport Security
- Waste Management
- Arrangements for Starting and Stopping Work

Airside

- Foreign Object Debris
- Driving Airside
- Inclement Weather and Low Visibility
- Airfield Emergencies
- Security
- Emergency Procedures
- PPE
- Working Near Aircraft
- Airfield Damage

PIRS

- Permit to Work Systems
- Visitor Passes
- Emergency Procedures
- PPE
- Accident Incidents
- Crowd Control
- Trolley Control
- Alcohol & Drugs Policy
- Fire and Evacuation Procedures
- Safe Systems of Work
- Communication To and From The West of Scotland Signalling Centre

The GPA Inductions are split into specific time durations, as follows:

- | | |
|-----------------------------------|-----------------------------------|
| • Landside Induction only | approximately 10 minutes duration |
| • Full Landside/Airside Induction | approximately 20 minutes duration |
| • Railway Induction | approximately 40 minutes duration |

The GPA/PIRS induction remains valid for 1 year only.

5. Registration

5.1 Arrangements

All contractors are required to sign in at the Security ID/Contractor Control Office during the hours of 0800-1700 Monday to Friday. The CCO requires the number of contractors working at Glasgow Prestwick Airport on a daily basis, in the event of an emergency. Refer to appendix D for the location of the Contractor Control Office.

It is mandatory that all Contractors are required to sign in before commencing their work. This must be done daily except by prior arrangement with the Contractor Control Office / Security ID Office and where the work is within a fully contained, designated site area.

5.2 Out of Hours & Emergency Call Outs

No **Out of Hours** works are allowed at GPA unless it is essential emergency repairs or work that has been approved in advance through the SHEM /SHED.

Contractors authorised to carry out works out of hours must attend the Contractor Control Office during office hours to receive an induction, work permits and any passes required.

Only during emergency call outs should the Duty Engineer be requested to perform an ad-hoc sign in.

The Duty Engineer can be contacted on 01292 511209.

6. GPA Permits

6.1 GPA Permits Issued to Contractors

All contractors will be issued with a Permit to Work at GPA; this gives authorization for the works to be carried out in accordance with the submitted Risk Assessment & Method Statements.

For particularly hazardous work, additional Work Permits are required to be applied for and are issued by the CCO/SHEO. This includes:

- Hot Work
- Works around / within the railway station

Contractors are required to keep a copy of their permits at the place of work which may be inspected at any time.

6.2 Other Permits

Permits which are not issued by the CCO/SHEO but may be required are:

Crane Permit

Should the works require the utilisation of a crane, it is the responsibility of the Project Manager to ensure that:

- Appropriate permit and permissions have been obtained from Air Traffic Control (ATC) in advance of the operation, by completing the 'Crane Permit Application Form' available by contacting 01292 511114. The request should be submitted with sufficient time for it to be considered and if necessary put in place arrangements ideally, applications should be made **4 weeks** prior to the intended commencement of equipment operation.
- Information required includes
 1. Crane Operator.
 2. Exact position of crane on the airfield.
 3. Jib height of crane
 4. Emergency contact number
 5. Time of operation.

Service Isolation Permit

All cabling, communication and utility installations or repair requires Airport Engineering's approval before any works commence. The CCO/SHEO will liaise with the Air Traffic Engineering (ATE) Department to confirm if the proposed works may have an impact on Airport services.

Once approved, on the day of the works a service isolation permit will be issued by ATE to demonstrate that all required services have been isolated for the duration of the works as stated on the permit.

This permit can also be utilised to demonstrate the isolation of fire alarm systems within the works area.

7. Security

7.1 Contractor's Security Pass Authorisation

Contractors who do not hold a GPA Security Pass must bring with them either a valid Passport or Photographic Driving License to receive a temporary security pass to work airside. Temporary security passes can be withdrawn at any time.

Temporary pass holders airside must be escorted airside at all times by the Company/ personnel who has invited them in to do the job, they must hold a full GPA Security Pass.

Contractors who are working at GPA on a frequent basis must apply for a full GPA security pass at the GPA Security ID Office.

Escorts MUST ensure temporary escorted airside pass holders remain in line of site at all times.

7.2 Temporary Airside Vehicle Pass

Contractors who require their own vehicle to have access to the airfield will be issued with a Temporary Airside Vehicle Pass (TAVP) from Security ID/Contractor Control Office; this pass **must be displayed at all times whilst airside** unless the vehicle has already been issued with an annual airside vehicle permit.

It is important that the CCO/SHEO is advised of the areas that the vehicle requires access. This ensures that the proper authorisation is given for the vehicle entering the Security Restricted Area (SRA) and /or only the Airside area.

It is also important that the CCO/SHEO is advised of any additional vehicles e.g. on a trailer/long loader which are mechanically propelled. TAVPs are also required to be issued for these vehicles.

On completion of the works if any TAVPs that are not returned, or are reported lost, then GPA Contractor Control reserves the right to impose a fine of **£500** per TAVP on to the responsible Organisation (main contractor).

Escorts MUST ensure temporary escorted pass holders remain in line of site at all times.

8. Audits

8.1 Competency Audits

All contractors are subject to a competency audit before working at GPA. Companies will be asked to provide certification for staff who work at GPA i.e. CSCS, Gas Safe etc. Failure to provide certification could result in the delay of access to the GPA site.

Below are examples of competency cards that are accepted at GPA as a proof of competency. These must be shown to the CCO/SHEO when requested, unless a sufficient alternative can be provided.

PAL Card

A valid in-date PAL Card (Powered Access Licence) must be presented if the contractor is required to use a Mobile Elevated Work Platform.

The PAL is recognised worldwide across industries as proof of platform operator training to the highest of standards. The PAL Card is valid for five years and shows the date on which the holder was assessed and the expiry date by which re-training is required.

The CCO / SHEO will monitor the PAL Cards coming onto GPA to ensure that they are valid and relevant to the type of equipment being used.

Any contractor failing to be in possession of their PAL Card will be refused permission to operate or use any Mobile Elevated Work Platforms at GPA.

Photocopies or scanned copies of the license will not be accepted.

CSCS

Contractors undertaking maintenance / construction works must provide a valid CSCS (Construction Skills Certification Scheme) cards. E.G. Runway works, Construction works

The CSCS Card shows that the holder is considered to be competent at his or her job, lists all relevant certificates/qualifications and also shows that the holder has passed a health & safety test.

Many contractors and clients insist that all workers on site hold a CSCS card to prove competence in their stated occupation and show that they have relevant health and safety awareness. CSCS enables us to ensure that all contractors who works at GPA have a level of competence in their trade. CSCS cards will be checked and recorded by the CCO/SHEO as part of the GPA induction process

Gas Safe

The dangers that surround unsafe gas appliances are deadly. Poorly maintained, faulty or badly installed gas work leads to carbon monoxide poisoning, the effects of which can be fatal.

Contractors working on installing, repairing or servicing a gas boiler etc must present a valid gas safe card relevant to the job (domestic, non-domestic) and their qualifications must be up to date.

8.2 CSI's (Contractor Safety Inspections)

GPA's CCO/SHEO and /or Safety & Health Department have a responsibility to carry out spot inspections of works. An inspection form will be used to confirm that the Contractor is working to their approved RAMS. Both the CCO and site supervisor will sign the inspection sheet once completed.

The level of monitoring depends on the type and nature of work involved, e.g. Void work may be checked several times a day. When monitoring detects poor standards, it will be addressed with the Contractor concerned, and if necessary, monitoring frequency will be increased. When appropriate, work will be stopped until a satisfactory solution is found.

Additionally, if control measures are found to be unacceptable then work will also be stopped.

Contractors may be approached during the works to answer questions in relation to the work being carried out to show a level of competency and understanding. RAMS, permits, valid passes etc, will also have to be produced to show the work is being carried out in line with GPA Safe Systems of Work.

8.3 Non-compliance Reporting

To monitor the performance of the Contractor Control Department in achieving its objectives. A report will be produced for the SHEM and discussed at the Team Meetings. This report will capture non-compliance among contractors such as;

- Working without a GPA Security pass (or pass out of date).
- Working without the required permit.
- Working without approved RAMS.
- Any unsafe practices (Safety Observations) and accidents.
- Not wearing the correct PPE.
- Not following procedures outlined within this document.

To capture this data, the CCO/SHEO will perform random inspections and record findings on the Contractor Safety Inspection Form.

All non-compliances that cannot be rectified at the time of the inspection will be escalated to the SHEM for further action.

9. Contractor Control Arrangements

9.1 Asbestos

All 3rd parties working at GPA should be aware that Asbestos exists within certain areas of the airport. The Asbestos Register and information about the GPA asbestos procedures can be viewed in the Contractor Control Office.

9.2 Loaning of GPA equipment

GPA equipment is not available for contractor/third party use. This includes equipment such as:

- Ladders
- MEWP
- Vehicles
- Tools
- Equipment

The list above is not exhaustive.

9.3 PPE (Personal Protective Equipment)

The contractor's RAMS will detail the necessary PPE for the task to be done safely. E.g. hard hats, eye protection, overalls/work wear, hi-vis tabards, gloves, safety footwear etc.

All PPE must meet British Standards. Contractors must maintain suitable standards of appearance within all areas of GPA.

All contractors are expected to wear safety footwear when working on site at GPA. High visibility clothing must be yellow in colour and to a minimum class 2 standard.

9.4 Waste Management

Any contractor who generates waste must carefully dispose of it themselves offsite. Except when prior arrangements have been made with GPA Contractor Control to site a waste skip on the GPA premises.

9.5 GPA Alcohol & Drugs Policy

Contractors working at GPA are subject to GPA's Alcohol and Drugs Policy H/R / PGS/05/10 A, which may involve a contractor being called for a **random** test.

Other reasons for testing could be:

- If you drive/operate airside on a regular basis.
 - **A cause test**, following an accident/incident.
- Or
- If there is any suspicion of the individual being under the influence of alcohol or drugs.

9.6 Restricted Access Due to Issued Weather Warnings

On receipt of a weather warning issued by ATC, the CCO will assess all work in progress and if necessary postpone or cancel any work depending on the risks posed.

Weather warnings can include:

| | | |
|-----------------------|---|-------------------------------------------|
| Thunder and Lightning | - | Within 5 miles of the airfield. |
| High Winds | - | Any strong winds/gusts. |
| Fog | - | When visibility is judged to be poor. |
| Snow/Ice | - | When a level red warning is issued by ATC |

On receipt of the cancellation of the weather warning the CCO will contact the contractor and advise that work can recommence.

9.7 Working at Height

Any contractor wishing to gain access to the GPA roof spaces, to operate MEWPs, erect/dismantle scaffolding or use ladders must comply with the **Working at Height Regulations 2005**.

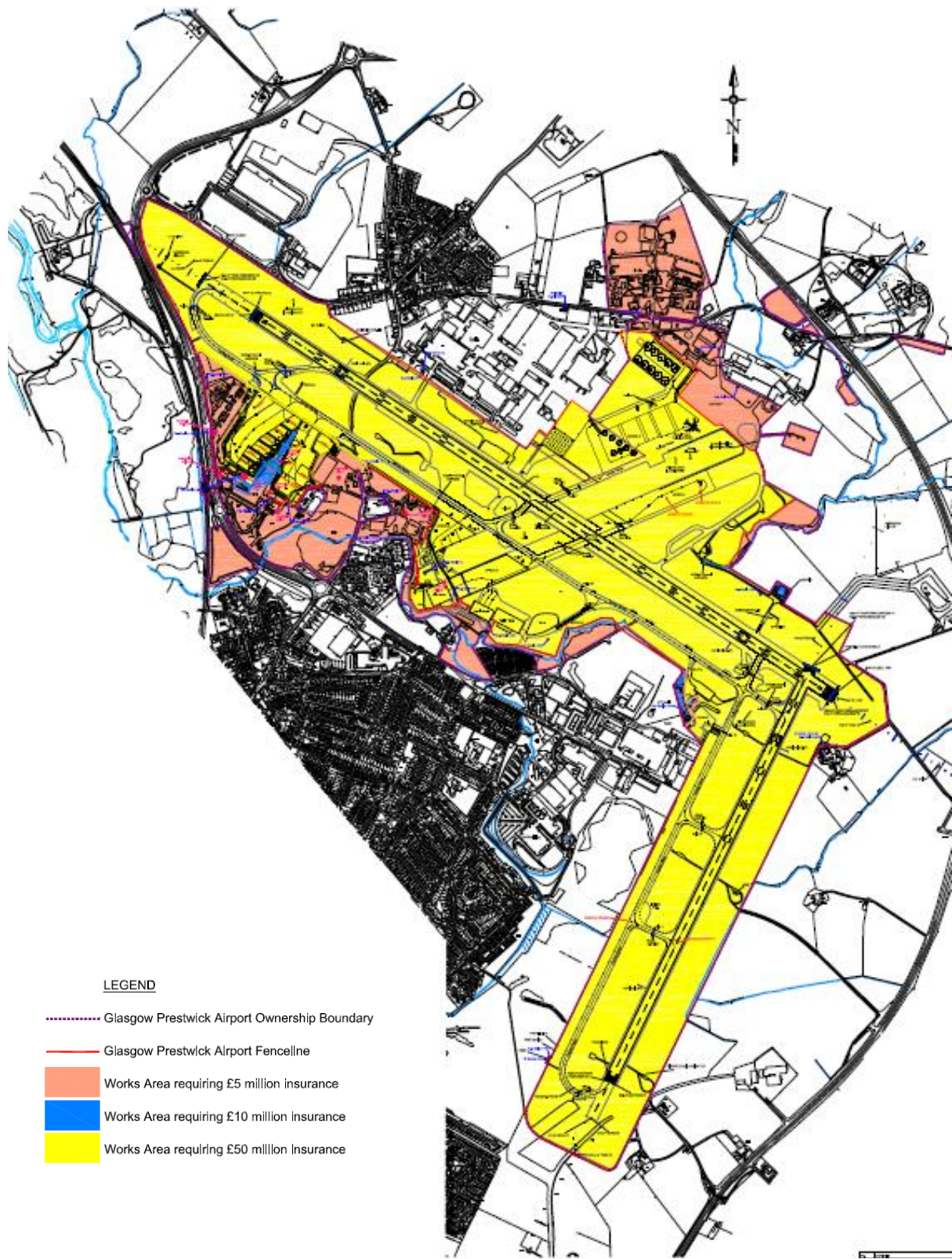
When accessing the Main terminal roof contractors are to utilise the installed Line Wire Arrestor System. If the required work does not allow this then the contractor must provide Roof Edge Protection for the roof area to be worked on.

Departure from the above must be raised and agreed with the SHEO/SHEM.

10. Related Documents

Airport Users – GPA’s Alcohol and Drugs Policy H/R / PGS/05/10 A,

APPENDIX A



APPENDIX A continued

Insurance Cover Criteria

| | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 1. | On or within 50 meters of a manoeuvring area including operational areas. | Fifty Million Pounds (Sterling) £50,000,000.00 |
| 2. | Any works that disrupt or have the potential to disrupt aircraft operation or GPA's ability to deliver an Air Traffic Service | |
| 3. | Any works on equipment(s), services or facilities that have physical contact (or has the potential to do so) with aircraft | |
| 4. | Any works on equipment or services that are used for the safe navigation of aircraft and / or are critical to its safety e.g. airfield ground lighting, Navigation Aids etc. | |
| 5. | Airside- Any works that are confined within a building or walled area or on the footprint of the building roof. | Ten Million Pounds (Sterling) £10,000,000.00 |
| 6. | Any works on airport equipment, systems that are crucial to the airport operation. | |
| 7. | Any works within or around the facility of Prestwick International Airport Rail Station | |
| 8. | Any activity that does not meet the £50m and / or £10m criteria. | Five Million Pounds (Sterling) £5,000,000.00 |
| 9. | Activities deemed to be of the lowest risk to the airport as judged on individual cases by the SHEM. | One Million Pounds (Sterling) £1,000,000.00 |

APPENDIX B

The **Airport Contact** should ensure the following items have been received from their Contractor before forwarding via email to the Contractor Control Officer.

MANDATORY ITEMS

YES


- Risk Assessment
- Method Statement
- Appropriate insurance for works involved
- Estimated arrival time on start date for induction planning.

DESIRABLE ITEMS

- If possible, a works diagram or photographs of site area.

Please note that failure to submit the above will result in a delay in the works commencing.

APPENDIX C

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <p>Glasgow Prestwick Airport Works Acceptance Form</p>  | |
| <p><u>Approval/Non Approval of Method Statement by Contractor</u></p> | |
| Project - | |
| Contractor's Name and Details – | |
| Is an escort required for the works? - | |
| <p>We confirm that we have reviewed the Risk Assessment, Method Statement and Insurance provided by in respect of forthcoming job at GPA to carry out the following work:</p> <p>Conditions:</p> <ol style="list-style-type: none"> 1. All contractors must report to Contractor Control to obtain work permit. 2. All staff involved in works programme will undertake a GPA Contractor Control Induction prior to commencing works. 3. GPA permit hours are from 0730-1630, Monday to Friday, only. 4. No tools or equipment to be left unattended at any time. 5. Full FOD sweep to be completed before commencing works. 6. All waste materials to be removed from site by contractor. <p>We confirm that we are satisfied with the documents provided- <u>YES</u> / NO</p> <p>We are not satisfied with the documents provided for the following reasons, and request that it be re-submitted before commencement of work will be allowed.</p> | |
| Reviewed & Approved By: | |
| Signed | Signed |
| Name | Name |
| Chris Dalrymple Safety Health & Environmental Officer | John McCafferty Safety Health & Environmental Manager |
| <p>Condition of Acceptance</p> <ol style="list-style-type: none"> 1. GPA has reviewed and approved the document on the aspects of the work for which it has competency. The contractor must remain responsible for ensuring the inherent safety of the work to take place and for the competence and safety of its employees and sub-contractors. 2. GPA reserves the right to consult with other partners concerned with the operation of the aerodrome. 3. GPA's role is not to accept responsibility or liability for the safety documents or the scope of works submitted. GPA's role is one of monitoring the contractors work and ensuring that the work is compliant with GPA legislation. | |

Appendix D

Contractor Control
Glasgow Prestwick Airport
Aviation House
Prestwick
KA9 2PL

T: 01292 511231
M: 07879 487419
E: contractcontrol@glasgowprestwick.com

| | | |
|-----------------------------|-----------|-------------|
| <u>Office Hours:</u> | Monday | 0800 - 1700 |
| | Tuesday | 0800 - 1700 |
| | Wednesday | 0800 - 1700 |
| | Thursday | 0800 - 1700 |
| | Friday | 0800 - 1700 |

