



Glasgow Prestwick Airport Contractor Control Policy

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

Version 8

June 2019


GPA/SHEM/P2/PD3

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AMENDMENT RECORD SHEET

Version No. / Date	Details Of Amendment	Effective Date	Signature
Version No. 1 / May 2011	New document	1st May 2011	
Version No. 2 / December 2013	Full review and amendment. Reissue electronically.	2nd December 2013	
Version No.3/ April 2015	Full Review and Amendment	27 th April 2015	
Version No. 4/ February 2016	Full Review and Amendment	29 th February 2016	
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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	
Version No.7/June 2019	Full Review and Amendment	June 2019	

DISTRIBUTION LIST

The following recipients will receive updates to the manual:-

RECIPIENT	DEPARTMENT / COMPANY	ELEC
CCO	Security ID/Contractor Control Office	Elec
Steve Thomson	Manager of ATC Services	Elec
	ATC SATCO	Elec
	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 Manager	Elec
Sheona McIntyre	Environmental Manager	Elec
Elaine Smith	Property Manager	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
SHM	Safety & Health Manager
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 Safety & Health Manager (SHM)
5. If you have any doubt about your ability to carry out any of these instructions effectively, please contact the SHM in the first instance.

Chris Dalrymple
Safety & Health Manager
June 2019

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 accountable to the GPA Board of Directors and has overall accountability for the Airport operation, but has delegated his responsibility for ensuring that conditions attached the Aerodrome Licence are observed.

Operations Director - Is accountable to the CEO for airport wide safety management and regulatory compliance of the Aerodrome, Air Traffic Services, Aviation & Cargo Security, Safety Health & Environmental and Rail Station. The OD is directly accountable for a safe and efficient organisation of Facilities, Motor Transport, Car Parking and Passenger Services.

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

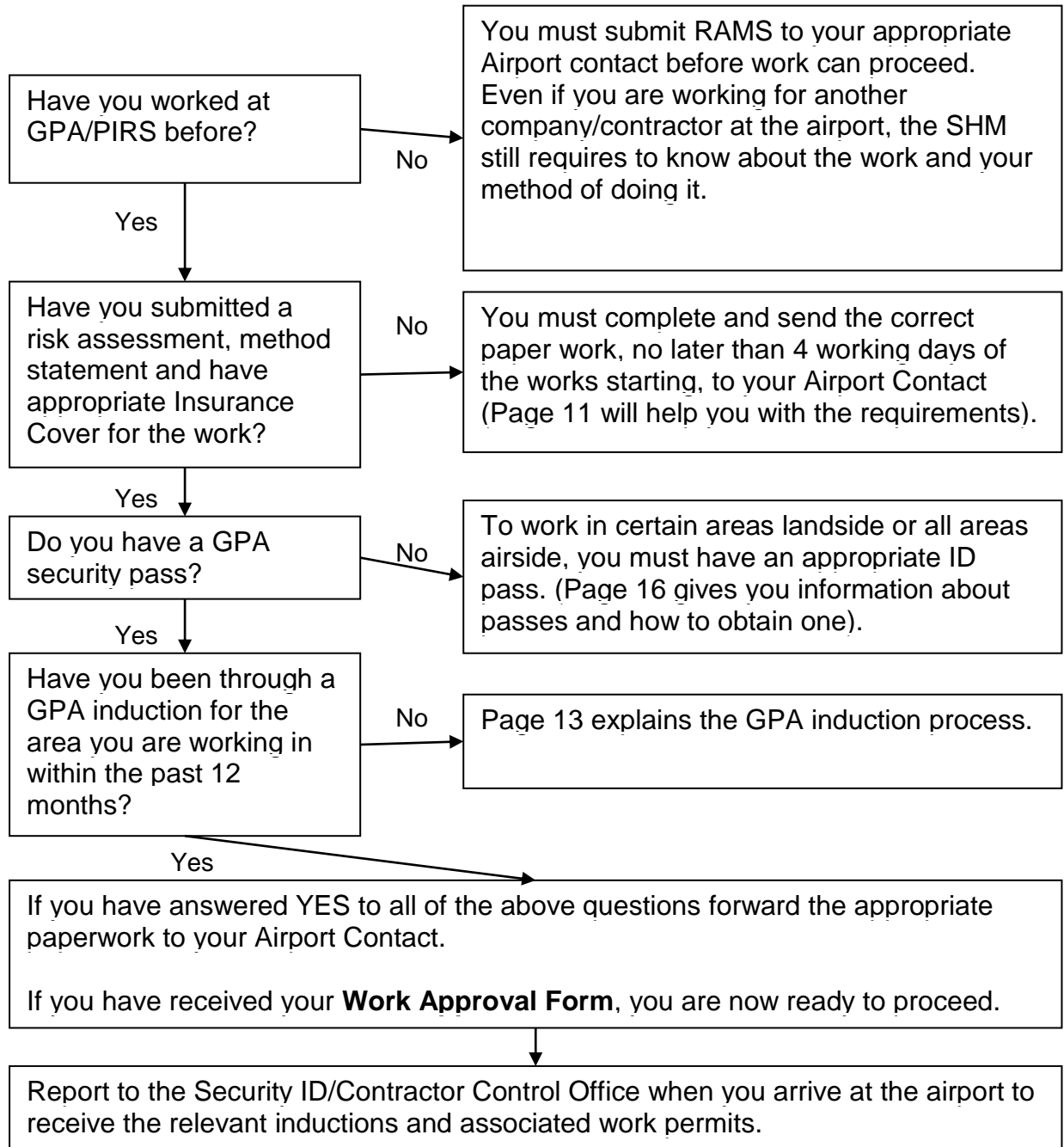
Project Manager- Has a duty to appoint competent designers and contractors and to ensure that adequate arrangements are in place for managing the project. When necessary to notify HSE about the project and to manage the flow of information between clients, contractors and Contractor Control.

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.

Project Lead – the individual requesting the work to be completed on behalf of the company. This person will be the main point of contact for the contractor. It is the Project Leads responsibility to ensure the contractor, and any sub-contractors, comply with this policy at all times.

It is the responsibility of the Project Lead to ensure all relevant departments are briefed of any upcoming works. To ensure all necessary arrangements are in place for the contractor to complete the work safely and efficiently, without any negative impact on the airports daily operations.

1. Quick guide



2. What determines a Contractor?

The term “contractor” is used to describe either an individual or company employed by Glasgow Prestwick Airport (GPA) or onsite tenants/concessionaire to complete a specific task. This task could include (but not limited to) scheduled/unscheduled maintenance, alterations to the building fabrication and/or new building works.

All sub-contractors employed by the main contractor are governed by the same rules and regulations as the main contractor, as stated in this policy.

3. Documentation

3.1 Documents the Contractor Must Provide

Any contractor selected to carry out work at GPA/PIRS, must submit the following documentation to the appropriate **Project Lead** -

- Risk Assessment, site specific, highlighting possible hazards and the appropriate control measures.
- Method Statement, site specific, detailing how the works will be carried out.
- Public Liability Insurance (PLI) certificate, showing adequate cover determined on the location and the type of works being completed (see Appendix A).

Along with the above documents, useful information to submit is as follows –

- Site Manager/Supervisor contact details.
- Estimated arrival time on the start date for the planning of the GPA Induction, if required.
- A site specific works diagram.

The **Project Lead** is responsible for ensuring the documents listed above have been received using the appropriate checklist (located at appendix B).

On the receipt of the documents the Project Lead will then submit them to the SHM by hard copy or via email. This should be done **no later than 4 working days** prior to the programmed start date of the project.

In certain circumstances, for example emergency repairs, submitting the required paperwork four working days in advance is not practicable. At the discretion of the SHM, best efforts must be made to ensure the appropriate documentation has been put in place, and signed off prior to the emergency works commencing.

3.2 Public/Airside Liability Insurance

Contractors are to submit proof of the Public or Airside Liability Insurance (PLI) cover that they hold. The level of PLI cover required is dependent on where the work is being completed, and what the work involves. Appendix A gives the full breakdown of insurance cover required at GPA.

In extraordinary circumstances it may be possible for a contractor to work under GPA's own insurance. The **Project Lead** can apply, directly, for this cover by completing the S&H form GPA_HS_13 and submitting the form to either the GPA Finance or Operations Director for approval.

3.3 HSE Notifiable Projects

It is recognised that larger projects may fall under the requirements of the Construction (Design and Management) Regulations 2015, Part 2. Meaning the Health and Safety Executive (HSE) should be notified of the works prior to commencement. This policy does cover the specific requirements for projects deemed to be notifiable.

3.4 Confirmation Returned to the Contractor

Having received the required documents the SHM will then review and confirm to the Project Lead that the paperwork is approved by returning, via email, a signed Works Acceptance Form - APPROVED.

If, however, there are any found concerns with the submitted documents the SHM will email a Works Acceptance Form – NON-APPROVED, to the Project Lead, stating what further information is required to be submitted.

Only on the receipt of a Works Acceptance Form - APPROVED can the Contractor proceed to commence the works.

A copy of the 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 Security ID/Contractor Control Office at the commencement of the job.

4. **Site Inductions**

Each member of the contractor team **MUST** report to the Security ID/Contractor Control Office, prior to the work commencing, to receive the relevant site induction. Contractors can pre-book an induction at Security ID/Contractor Control Office via the contact details in Appendix D.

Contractors will be inducted on the following topics -

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

Prestwick International Rail Station

- 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 the following time periods –

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

All inductions are valid for 12 months, and it is the responsibility of the individual to remain current at all times.

5. Contractor Registration

All contractors, when arriving on site, are required to sign in at the Security ID/Contractor Control Office during the hours of 0730-1630, Monday to Friday. This allows for the tracking of the number of contractors working at GPA, daily, in the case of an emergency. Refer to appendix D for the location of the Security ID/Contractor Control Office.

It is mandatory that all Contractors sign in, before commencing work, daily.

5.1 Out of Hours & Emergency Call Outs

No **Out of Hours** works are authorised at GPA unless it is for essential emergency repairs, or work that has been approved in advance by the SHM.

Contractors who have been authorised to complete work out of hours must attend the Security ID/Contractor Control Office during normal office hours to receive the required inductions, work permits and security passes required.

Only for essential emergency work should the Duty Airport Engineer be requested to complete an ad-hoc sign in.

The Duty Airport Engineer can be contacted on 01292 511209.

6. GPA Permits

6.1 Permits Issued to Contractors

All contractors will be issued with a Permit to Work at GPA, this authorizes the work to be carried out in accordance with the contractor's submitted Risk Assessment & Method Statements.

For particularly hazardous work, additional work permits are required to be applied for and are issued. These include –

- Hot Work Permits – The majority of Hot Work Permits will require a service isolation to the smoke/heat sensors within the area of works. Contractors are not to start work until they have received confirmation from the Airport Engineering department that the isolations have been actioned, and that is safe to carry out the hot work.
- PIRS Permit to Work

Contractors are required to keep a copy of the permits, onsite, to be inspected at any time.

6.2 Other GPA Permits

Crane Permit

Should the works require the utilisation of a crane, it is the responsibility of the Project Lead 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 Project Lead must liaise with the Air Traffic Engineering (ATE) Department to confirm if the proposed works will 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 Temporary Security Pass

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

Temporary Security Pass holders must be escorted when airside at all times by a full GPA Security Pass holder.

Contractors who work at GPA on a regular basis must apply for a full GPA Security Pass at the Security ID/Contractor Control Office.

7.2 Temporary Airside Vehicle Pass

Contractors who require to take their own vehicle airside will be issued with a Temporary Airside Vehicle Pass (TAVP) from Security ID/Contractor Control Office. The TAVP must be displayed on the vehicles windscreen at all times whilst airside.

It is important that the Security ID/Contractor Control Office is advised of the correct areas, either the Security Restricted Area (SRA) and /or the Airside area only, which the vehicle requires access to. This ensures that the proper TAVP is issued for the contractors vehicle.

It is also important that the Security ID/Contractor Control Office is advised of any additional vehicles, e.g. on a trailer/long loader which are mechanically propelled, as TAVPs are also required to be issued for these vehicles.

On completion of the works all TAVPs must be returned to the Security ID/Contractor Control Office. GPA reserves the right to impose a fine of **£500** per TAVP on to the responsible Organisation (main contractor) for any unreturned or reported lost TAVPs.

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 the correct 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 presented to the Contractor Control/Security ID Office upon request.

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 to operate or use any Mobile Elevated Work Platforms at GPA.

Photocopied 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 Contractor Control/Security ID Office 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 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.

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

A report will be produced for the SHM, this report will capture non-compliances related to contractor works 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 SHED 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 SHM 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 Management procedures can be viewed in the Contractor Control Office.

All applications for a copy of/to view relevant drawings must be made through your airport contact, in writing/email, at least 1 working day in advance.

9.2 Loaning of GPA equipment

GPA equipment is not available for contractor/third party use.

9.3 PPE (Personal Protective Equipment)

The contractor's RAMS will detail the necessary PPE for the task to be completed 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.

Arrangements can be made with GPA to site a waste skip on GPA premises. Requests to do so must form part of the submitted RAMS.

9.5 GPA Alcohol & Drugs Policy

Contractors working at GPA are subject to the GPA Alcohol and Drugs Policy (HR/PGS/05/10 A). This could involve a contractor being selected for a **random** test.

The other reason for a test to be administrated is –

- **A Cause Test** - following a driving accident/incident on GPA property.

9.6 Restricted Access Due to Inclement Weather

On receipt of a weather warning, issued by ATC, the Contractor Control/Security ID Office will review all work in progress, and if necessary, postpone or cancel any work depending on the risks posed.

Weather warnings can include:

- | | | |
|-----------------------|---|---|
| Thunder and Lightning | - | Sighted within 5 miles of the airfield. |
| High Winds | - | Any strong winds/gusts – registering above 28knots. |
| Fog | - | When visibility is restricted due to the weather. |

Snow/Ice - When a level red warning is issued by ATC

On receipt of the cancellation of the weather warning the Contractor Control/Security ID Office will contact the contractor to 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**.

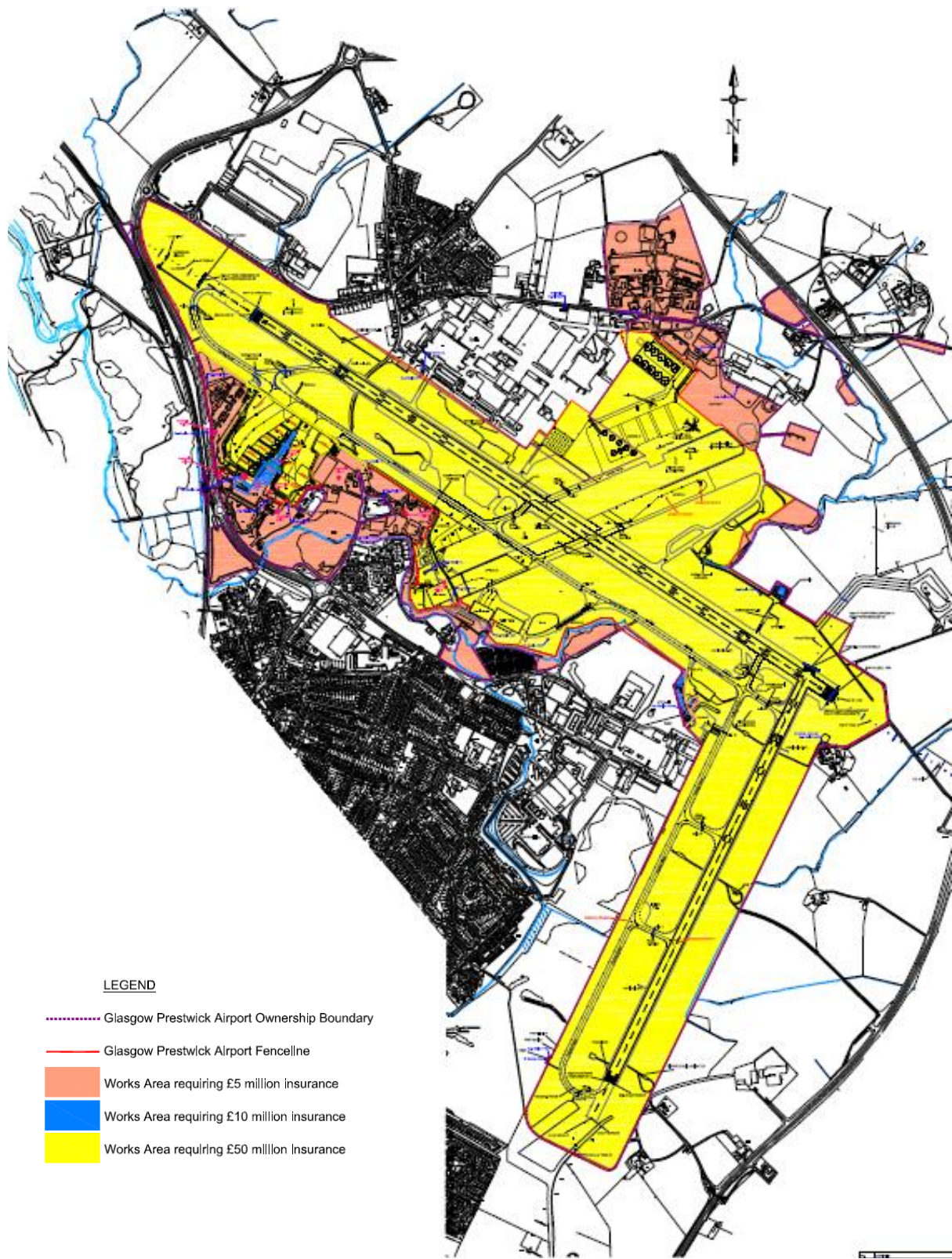
When accessing the Main terminal roof contractors are to utilise the installed line wire arrestor system. If the required work does not allow this then the contractor must provide roof edge protection for the roof area to be worked on.

When applying to work on GPA roofs or with the use of a MEWP rescue plans are required to be submitted along with the RAMS. It is the contractors responsibility to demonstrate a safe method of rescue.

10. Related Documents

- GPA Aerodrome Manual
- GPA Alcohol and Drugs Policy HR/PGS/05/10
- Airport Users – GPA's Alcohol and Drugs Policy HR/PGS/05/10 A
- GPA Asbestos Management Policy GPA_SHEM_P2_PD12

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

Glasgow Prestwick Airport Works Acceptance Form	
<u>Approval/Non Approval of Method Statement by Contractor</u>	
Project -	
Contractor's Name and Details –	
Is an escort required for the works? -	
I confirm that I have reviewed the Risk Assessment, Method Statement and Insurance provided by in respect of forthcoming job at GPA to carry out the following work: Conditions: <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 upon completion of works.6. All waste materials to be removed from site by contractor. I confirm that I am satisfied with the documents provided- <u>YES</u> / NO I am not satisfied with the documents provided for the following reasons, and request that it be re-submitted before commencement of work will be allowed.	
Reviewed & Approved	
Signed	
Date:	
Christopher Dalrymple Safety & Health Manager	
Condition of Acceptance <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

