

16<sup>th</sup> November 2019

ASWorks\_OSI\_004

v2.0

# Operational Safety Instruction

## Control of Works Airside

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

- 1.1 This instruction sets out the requirements for carrying out works airside and the responsibilities of those involved.
- 1.2 This publication forms part of Heathrow's compliance with EASA aerodrome regulations (ADR.OPS.B.070 'Aerodrome works safety').
- 1.3 This instruction covers the different types of permits available, specifies when each is required and references the procedures that must be followed when using them.
- 1.4 This instruction is effective from 26<sup>th</sup> November 2019.
- 1.5 This instruction should be read in conjunction with the latest version of **AsWorks\_OSI\_004\_App A Permits for Working Airside** and **AsWorks\_OSI\_004\_App B Procedures for Working Airside**.
- 1.6 Red bars have been added to the left-hand side of this document to draw the reader's attention where changes or clarifications have been incorporated.

### 2. Parties Involved

- 2.1 All airside stakeholders including; HAL Engineering, maintenance providers and all works contractors.



### 3. Definitions

Abbreviation	Description
AfCR	Airfield Operations Control Room
AfDM	Airfield Duty Manager
AOO	Airfield Operations Officer
AOU	Aircraft Operations Unit (formerly Stand Allocation Unit)
ASD	Airside Safety Department
ATC	Air Traffic Control
ATM	Airfield Transformation Manager
AWAT	Airside Works Approval Team
AWI	Airside Works Instruction
AWA	Airside Works Application
AWP	Airside Works Permit
SWP	Standard Working Procedure
WA	Works Application
'Works'	Activities involving maintenance, construction, surveying or change to HAL infrastructure, assets or equipment. Unusual activities such as airside filming or airside events which require specific approval of risk and methodology to ensure impact is minimised for safe and efficient operations.

### 4. Safety Procedure

**4.1** All works impacting airside must be approved by Airfield Operations, these include:

- All external works taking place on the manoeuvring area, aircraft stands, or airside roads
- Internal building works affecting external airside areas (e.g. external scaffolding, external material storage etc.)
- Any work impacting airside infrastructure or systems or processes regardless of the original works location
- Maintenance activities which impact upon the airside operation
- Intrusive and non-intrusive works.

**4.2** All works taking place airside must be covered through one of the following permit schemes:

- Airside Works Permit (AWP)
- AWP supplemented by Standard Works Procedure (SWP)
- AWP supplemented by Airside Works Instruction (AWI)
- Emergency Works Permit (EWP)



**4.3** Detailed instructions for submitting these permit applications can be found in **AsWorks\_OSI\_004\_App A Permits for Working Airside.**

**4.4** An Airside Works Permit (AWP) is defined as:

A permit delivered by HAL Airfield Operations, allowing the named contractor to carry out specific works, at specific times and locations, subject to listed communications requirements, safety parameters, and compliance with applicable rules and regularions.

**4.5** A Standard Works Procedure (SWP) is defined as:

Document jointly agreed between HAL Airfield Operations and a named maintenance provider, governing how the maintenance provider will conduct routine and reactive maintenance activities at Airside locations. SWPs provide flexibility in the use of AWP they are associated with.

**4.6** An Airside Works Instruction (AWI) is defined as:

Document written by an Airfield Transformation Manager (ATM) detailing how specific planned works will be conducted. AWIs do not provide authorisation to work and must be used in association with AWP.

**4.7** An Emergency Works Permit (EWP) is defined as:

A type of AWP that can be granted on short notice by HAL Airfield Operations to allow works deemed of an emergency nature to proceed.

**4.8** All persons working airside must be able to reference:

- an activated Airside Works Permit (AWP) covering their works; or
- a Standard Works Procedures (SWP).

This reference should be provided on request to any HAL official as proof of authority to be working. In order to check permits have been activated, a call must be placed to Airfield Operations with the relevant permit number to check that it is indeed activated. A signed works permit may no longer be considered absolute proof of authority to work.

**4.9** Emergency works are defined as works which are unplanned, of short notice and duration, required to ensure the safety or efficiency of the operation. Approval to work requires an Emergency Works Permit which may only be granted by the Airfield Duty Manager, or the Airside Works Approval Team during business hours.



**4.10** Extensive airside works projects must be planned in consultation with an Airfield Transformation Manager (ATM) with the relevant works permits supplemented by an Airside Works Instruction (AWI) and the approval of the Airside Approvals Board (AAB). Extensive airside works projects can be considered to be:

Works which by final design or through construction methodology make a significant or operational change to the airside environment, (e.g. change to taxiway width or prolonged closure of stands).

**4.11** All airside works must be conducted in accordance with the detailed procedures outlined in **AsWorks\_OSI\_004\_App B\_Procedures for Working Airside**

**4.12** In addition to Airside Works Permits (AWP), all of the work involving the following must have in place a Works Approval Notice (WAN) issued by Heathrow Engineering:

- Life safety systems
- Water/Drainage services
- Electrical (High & Low Voltage) services
- Heathrow property
- Confined spaces
- Fire main
- Tunnels (including plant rooms)
- Service protection
- Hot works

**4.13** The use of cranes or other tall construction equipment will require additional approvals through the crane permit scheme described in **ASWorks\_OSI\_003\_Procedures for Approval of Cranes & Other Tall Construction Equipment**. As guidance this scheme is applicable in the following circumstances:

- When use of such equipment is planned on or within 6 km of the aerodrome
- Where the height exceeds 10 metres, or the height of surrounding structures (including trees)
- Where the use of such equipment is taking place within the Runway Strip or other safeguarded areas.

**4.14** In addition to stakeholder communications delivered by contractors, Heathrow will ensure that appropriate communication regarding airside works is promulgated to the airside community. This will include the scope of works, the timescales, phases of the works and possible hazards or impacts to the airside operation that users should be aware of. In addition, contact details for the project will be published should any concerns or queries arise.



**4.15** Communications to the airside community will take place through one or more of the following channels as appropriate:

- Publication of a works programme
- Direct engagement with affected stakeholders through the Heathrow Ramp Assurance Team
- Direct engagement with affected stakeholders through the Airfield Transformation Team (e.g. AWI)
- Via Operational Advice Notice (OAN)
- In the cases of works affecting the movement area, through a Notice to Airmen (NOTAM) or through a change to the Aeronautical Information Publication (AIP)
- Through any appropriate boards of governance (e.g. AOC)

## 5. References

ASWorks\_OSI\_004\_App\_A\_Permits for Working Airside

ASWorks\_OSI\_004\_App\_B\_Procedures for Working Airside

ASWorks\_OSI\_003\_Procedures for Approval of Cranes & Other Tall Construction Equipment

## 6. Forms / Records (as required)

Form #	Record / Form / Activity Name	Responsibility
	Airside Works Permit	AWAT
	Standard (Airside) Working Procedure	AWAT
	Crane Permit	AWAT
	Airside Works Instruction	ATM
	Integrated Works Programme	AWAT
	Night Works Map	AfDM
	WAN	Heathrow Engineering
	OAN	Safety & Assurance team
	NOTAM	AfDM

## 7. Enquiries

**7.1** Any questions concerning this instruction should be addressed to the Airfield Duty Manager at [airfield\\_duty\\_manager@heathrow.com](mailto:airfield_duty_manager@heathrow.com) or 020 8745 7373

