

Before access is gained the vehicle, equipment or organisation requesting access must be covered by a suitable insurance which must include airside cover. Please ensure compliance before requesting access.

## EGKA AD007 AIRSIDE WORK PERMIT REQUEST FORM (complete all sections)

### PART A GENERAL INFORMATION

Date:	Time: from a.m./ p.m. to a.m./ p.m.	Time complete off site: RFFS sign:
Request for work made by and responsible person:		Contact number for emergency communications (on site):
Company requiring works airside:		Address & telephone no:

### PART B DESCRIPTION OF WORKS REQUIRED

1, Description of works required, including reason:		
2, Details of vehicles, equipment or plant to be used airside (list):		
3, Works to take place at, grid/property/area (see airport grid map provided):		
4, Precautions taken for known risks and hazards materials:	<b>Hot Works Required</b> <small>(if yes a hot works permit is required)</small>	<b>Hazardous materials present:</b>
	<b>Yes</b>	<b>Yes</b>
	<b>No</b>	<b>No</b>
5, Details of contractor or 3 <sup>rd</sup> party person(s) working airside (list):		
Emergency contact number whilst on site at location:		

BEFORE SIGNING ANY SECTION OF THIS PERMIT THE APPLICANT WILL ENSURE ALL PARTIES FULLY UNDERSTAND WHAT IS REQUIRED OF THEM IN REGARDS TO AIRSIDE SAFETY

**Part C CONTRACTORS OR 3<sup>RD</sup> PARTY DECLARATION**

I confirm that I/we have been briefed on operations, airside safety and general conduct during this visit by the host organisation, group or individual requesting the works we are to perform. I/we will ensure that I/we are supervised appropriately, by a representative of the host organization, whilst airside. I/we have clarified anything which I/we have not understood with my host/our escort(s). I/we have provided risk assessments, method statements and proof of insurance as required by the host organization. I/we agree to abide with all national and local health & safety which apply to me/us. whilst airside I/we agree to comply with any instruction from the airport authorities staff without question:

Contractors responsible person:

Sign & Print:

Company:

Date:

**PART D AUTHORISATION – PRE WORKS**

**D1: (Operator to complete)**

I fully understand and accept the all responsibility for the works and confirm I am liable for any acts and omissions for any and all vehicles, contractors and persons carrying out the described in part B for and on my behalf.

Acceptance signature .....

Print name .....

**D2: (Contractors responsible person for the works to complete)**

I declare that the information detailed above is correct and that all precautions have been taken in regards to health and safety. I also confirm I have been fully briefed by the competent and responsible person for my Airside operations.

Acceptance signature .....

Print name .....

**PART E Authorisation Shoreham Airport**

**(DATCO to complete)**

I confirm I have briefed the responsible person in D2 above in accordance with operations airside. Specific detail below.

Signature .....

Print name .....

Date/time: a.m./ p.m:

**(Ground Operations (airside) Manager or RFFS OIC to complete)**

I agree / I decline to approve the works request for the reason below.

Signature .....

Print name .....

Date/time: a.m./ p.m:

**WORKS APPROVED**

**YES**

**NO**

Permit no. WA002-

Should you be refused this permit you can appeal to the Airport General Manager, Mr Ric Belfield. [ric.belfield@shorehamairport.co.uk](mailto:ric.belfield@shorehamairport.co.uk)

ATC & Operational briefing notes:

Appeal notes: