

# Airport Operational Procedure

SUBJECT:  
INTRODUCTION OF A NEW ACCESS & PERMIT TO  
WORK AIRSIDE PROCEDURE

Ref Number: AOP/01/12

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**It is the responsibility of all employers to ensure that relevant Airport Notices 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

The Aerodrome licensee has a requirement under the Aerodrome License & Aerodrome Safety Management System (SMS) to ensure the safety of all. As a result of a local review, organisations, operators & persons wishing to conduct works, take vehicles, plant airside, or operate systems or equipment airside will need to adapt to a new Airside Access Control and Permit to Work Scheme.

The new Airside Access Control and Permit to Work application forms EGKA AD006 & EGKA AD007 (copies attached) are intended for use by operators, persons and or organisations who are expecting contractors or other third parties or their agents to gain access airside for the purposes of their business.

Examples of when these forms should be completed are:

- a. Maintenance or construction work to a facility requiring airside access
- b. Aircraft cleaning and maintenance (including self-maintenance)
- c. Demonstrations of equipment or aircraft
- d. Publicity shots or filming
- e. All general deliveries requiring airside access that load or unload
- f. Any other time non-aviation experienced persons are required to proceed airside

*This list is not exhaustive and is subject to variation or change without notice.*

It is a pre-requisite that suitable insurances are held, are current, are specific to Shoreham Airport and are suitable and sufficient for the type of access and works to be completed.

Vehicles must be fitted with an obstruction light. All equipment must be secure before access is given.

**NOTE: There is an escort charge which will be advised on application.**

## 2. THE PERMITS

The first permit (EGKA AD006) provides access/egress only. This permit can provide access from gate two (2), gate eight (8), gate ten (10) and gate thirteen (13) only. The permit will provide access to and from the desired hanger/aircraft/apron area only.

The second permit (EGKA AD007) is required if any form of static works or service that requires persons or equipment to work in the controlled airside area.

No matter the time duration or content of those works, a permit will be required e.g. If any work is to affect the operational area or encroachment on any part of an active area or

other place that affects another airport user(s), the Permit to Work form must be completed and approved before that activity.

A grid map (AD008) of the operational area is provided to assist in positioning any access/egress or works area to avoid confusion. When completing the request for a permit you should give a letter and number cross reference e.g. L5 and thereafter name that exact position/area if known.

### **3. THE APPROVAL PROCESS**

Application forms are available from the briefing room in the fire station and will be made available online from the website [www.flybrighton.com](http://www.flybrighton.com) for your convenience.

Once completed an electronic scanned copy of the form can be emailed to both: [airtraffic@flybrighton.com](mailto:airtraffic@flybrighton.com) and [firestation@flybrighton.com](mailto:firestation@flybrighton.com)

All requests should be delivered as far in advance as practicable to avoid delays and disruption. Immediate requests for access will be processed, but applicants should expect delays in access whilst being considered due to operational needs at that time.

Following receipt of the Access Control Permit and, if required, the Permit to Work request the forms (AD030) will be passed to the Duty ATCO and then to the Ground Operations (airside) Manager or the RFFS OIC (officer in charge) for assessment on the impact of the movement/works before final comment and approval or denial.

Any request for weekend works will be made a minimum of two days in advance of that weekend for approval or access will be denied. There will be no exceptions.

### **4. TERMS & CONDITIONS**

The organisation and or person requesting such access or works will remain responsible for the activity regardless. From the time of access airside to the time the last vehicle or piece of equipment is recovered to landside. All liabilities resulting from the activity will be that of the operator/organisation requesting the access/works. The aerodrome authority retains the right to expel at any time any and all persons causing nuisance or compromising safety without warning.

No non-approved works are to be carried out. Any such works will be stopped and persons removed immediately and will be subject to report to senior management and the regulators as required.

1. Access will be provided on a first come first served basis and is subject to available staffing levels.
2. Immediate access will not be provided as a study of the operational impact will require consideration by both ATC & RFFS following initial approval.
3. Once agreed, it is a condition that the original signed copy of the request will be ready for inspection by the operations crew before access is given. The completed endorsed form should be retained for file.
4. Failure to provide the completed form on request will mean that access/egress will be prohibited.
5. The host organisation will ensure a copy of the original signed form is passed to the contractor/visitor who requires access and be retained so it can be produced and inspected if required.
6. All movements will be under the local control of the RFFS Airside who will be under the control of the Duty ATCO.

7. All previously approved movements and or works are subject to change depending on the operational requirements at that time with no notice given.
8. The Health and Safety of all equipment and persons will be, and will remain the responsibility of the host organisations or responsible person requesting the permit.
9. The responsible person or host organisation will ensure all insurances and personal liabilities are in place before any permit is requested and may be asked for a copy.
10. Vehicles airside will be required to have obstruction beacons (yellow flashing light) fitted to the highest point before operating in any manoeuvring area (unless that specific area is sterile, suitability marked with NOTAM issued) for the duration and purpose of that event.
11. No access will be provided and no works will continue after official night.
12. Any works which continue into the next day will be suitably lit and have suitable guards provided which will be frangible.

#### 5. **DEMISED AREAS**

Operators with demised areas do not need to complete form EGKA AD006/7 if access is directly to and from their apron/hanger as long as they have suitable and sufficient safety procedures and risk assessments for that area that have been approved, and have restrict all movements within at that time. The operator will provide a signed and dated written copy of their local safety procedure and risk assessment for agreement if access is to be permitted outside of the procedure listed.

The responsible organisation and or person in control of that demised area will remain responsible for the activities on their demised area regardless. At all times all liabilities resulting from operations in that area will be that of the operator.

#### 6. **APPEALS**

Should you have a request denied you can appeal to the operations department using [operations@flybrighton.com](mailto:operations@flybrighton.com)

Please contact reception on 01273 467373 for assistance and any queries in relation to the use of this procedure or request forms.

*Paul Smith*

Operations Manager  
For and on behalf of the Airport Director

Date: 08<sup>th</sup> June 2017

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