

Operational Advice Notice

Airside Space Allocation Process

13th March 2024

ASWorks_OAN_241

Version 2.0

It is the responsibility of all employers to ensure that relevant OANs 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.

This is an updated version. Red bars have been added at the side of the document to draw the reader's attention to where changes have been made.

1. Introduction

Airside space at Heathrow is considerably constrained and the allocation of space, for compounds, parking of skips, etc, must be managed effectively.

This Operational Advice Notice details the steps required to be taken by all organisations requiring an area airside in order for airside space to be allocated, approved and managed effectively.

This process will be integrated into the new OSI 004 - Control of Airside Works, which will be published later in the year.

Abbreviation	Description
OSI	Operational Safety Instruction
ACO	Airside Compliance Officer
CMO	Software platform used to submit AWA permits
AWA	Airside Works Approval
HAL	Heathrow Airport Limited
FHSW	Fire, Health, Safety and Wellbeing team
AAB	Airside Approvals Board

2. Airside Space Allocation Process

All organisations requiring the temporary use of airside space must submit a request for the space to the Heathrow Airside Operations and Logistic teams by completing the first part of form L001 below and emailing it to LogisticsSpaceRequests@heathrow.com.



A weekly **Airside Space Forum** will be held to review all airside space requests.

The attendees will be –

- HAL Aerodrome Compliance Coordinator (Chair)
- HAL Space Coordination Manager
- HAL Airside Compliance Officer
- HAL Ground Handling Officer
- HAL Fire, Health, Safety and Wellbeing team member (Airside and Infrastructure)
- HAL Logistics team member(s)

The primary focus of the **Airside Space Forum** is to review and assess requests to utilise airside space and ensure the setup and conduct of them is safe and compliant with appropriate regulations and standards.

The forum will:

- Review the requests that have been submitted.
- Coordinate site visits with the project/relevant team.
- Feedback to the forum on site visits which have taken place.
- Approve or reject a submission based on the site visit and/or other contributing factors.
- If approved, will coordinate project teams' attendance at the next appropriate Airside Approvals Board (AAB).
- Review sites that are in place and conduct audit checks of them.
- Review sites which are nearing their expiry and coordinate close down with project team.

The airside space request process is outlined below and must be followed in full in order for space to be approved and allocated.



Step 1 - Initial Request

- Requester – makes request via LogisticsSpaceRequests@heathrow.com
- Complete Part 1 of Form L001 - project, type of space, position within airport.

Step 2 - Weekly Airside Space Forum

- The key attendees to the Weekly Space Forum, as mentioned above, will review all requests in their Weekly Airside Space Forum and organise site visit with the relevant team.

Step 3 - Site Visit

- Site visit to be arranged with Requester, Airside Compliance, Logistics Team, HAL FHSW and CLC Wilson James.
- Requester to complete Form L001.
- Airside Compliance Officer and Airside Operational team to provide Requester operational information regarding the area to feed into form L001.
- CLC Wilson James team to undertake initial review of delivery vehicle routing.
- Requester to provide proof of local engagement, if necessary

Step 4 - Formal Approval

- Requester makes application via CMO for WAN/AWA. Form L001, and any other relevant documentation, needs to be attached to application.
- The application and all relevant documentation must be submitted no later than 1 week PRIOR to the Airside Approvals Board.
- Requester and HAL Project Manager (where appropriate) to attend Airside Approvals Board (AAB) for final approval, jointly given by Airside Operations and Logistics. Approved site is added to record map and permit is issued.
- Airside Compliance Officer team makes surrounding sites aware of change.
- If required, request may also need to be taken to the Property Space Forum meeting, to be agreed with the HAL Logistics team.

Step 5 - Fulcrum Setup*

- If approved, Requester to submit application for DMZ registration on Fulcrum where it will be assigned a UIC (Unique Identification Code) on Fulcrum.
- Full site route to be checked by WJ CLC team using either form L002 HGV- L003 Light Goods Vehicle.

*Fulcrum setup, if applicable.

The following documentation must be uploaded to the CMO application no later than 1 week prior to the Airside Approvals Board, to allow the HAL FHSW team appropriate time to review –

- Site risk assessment – including evidence of consideration of Occupational Road Risk
- Task or method statement for the site
- Logistics plan, with traffic management plan(s) if applicable



All HAL projects (Infrastructure, Commercial, Engineering, etc) requesting airside space must also follow this process.

HAL Project Managers have the overall responsibility for ensuring that all airside space requests for their projects have been applied for in adequate time to allow for the below process to be followed correctly.

All organisations temporarily utilising an airside area must be able to reference an **approved and active CMO AWA permit**, with the specified dates and any operational restrictions.

The permit must be printed and displayed at the location externally (i.e., at the exterior of a fenced compound) such that it is visible and accessible at all times to Heathrow.

The Airside Approvals Board is a monthly forum, chaired by the Aerodrome Compliance Manager. Those requiring access to the CMO Permit system should contact [Airside Works Approvals@Heathrow.com](mailto:Airside_Works_Approvals@Heathrow.com).

Audits of the allocated space and its associated boundary will be carried out at site setup, periodically through its occupation and on hand back of the space by HAL and Team Heathrow representatives.

3. Enquiries

Any questions regarding this notice should be directed to LogisticsSpaceRequests@heathrow.com.



Airside Space Request Form – Form L001



Form L001 v2.0 Space Request - Checklist

Supplier		Date of Application	
Project title		Location	
Business Case Project Number		Unique Identity Code	
Supplier Contact		Co-ordinates	
Contact Details (phone/email)			

Overview

Requirement

To establish a delivery marshalling zone (DMZ), staging area (material or equipment storage) or new welfare area across the campus, checks must be carried out and recorded to ensure that any proposed location meets its requirements (capability and capacity) in a safe and systematic way. Before any area allocation confirmation or agreement in principle, the first-level checks outlined within this form must be carried out.

Process

This form forms part of the approvals process. To initiate the process please complete the Project Details section of the form and forward it to LogisticsSpaceRequests@heathrow.com alongside the required Risk Assessment & RAMS documentation.

This form must be completed in full by the supplier prior to submission through the CMO process.

Information and Reviews

A site visit must take place alongside airside operations, infrastructure logistics and Heathrow H&S. Within this form, there is a requirement to review interfaces with the surrounding area of any location. Suppliers must seek information on surrounding operations from Airside Operations.

Project Details – Section 1	Yes	No	N/A
1. Project start & end date Start Date: _____ End Date: _____			
2. Days and hours of operation:			
3. Provide the exact location of the project work site(s):			
4. Select the type of Logistic compounds being sought: <input type="checkbox"/> Staging Area (Material or Equipment storage) <input type="checkbox"/> Delivery Marshalling Zone (DMZ) <input type="checkbox"/> Welfare Area Describe in detail what the area will be used for: <i>Note - an audit will be carried out every 6 months to ensure the site is being used for its original purpose</i>			
Health & Safety – Section 2	Yes	No	N/A
5. Surrounding Area Interface Has a review been conducted to assess if additional control measures are required to reduce risk due to interfaces with operations within the surrounding area? Please attach details.			



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Form L001 v2.0 Space Request - Checklist

<p>6. Internal Area Does you plan for the areas use:</p> <ul style="list-style-type: none"> • Reduce the health and safety risk of operating the compound to as low as reasonably practicable? • Shows safe working areas, including pedestrian and vehicle-segregated zones? • Ensures adequate emergency escape routes are provided from all areas around the compounds? <p>Please attach details.</p>			
<p>7. If welfare is provided as part of the site, is there a plan to ensure the compound can provide a facility to safely accommodate the required number of workers from the outset? Please attach details.</p>			
Delivery / Storage	Yes	No	N/A
<p>8. If just-in-time material storage is required, has a secure area been identified? Please provide details.</p>			
<p>9. Is there a plan in place to manage any hazardous substances (COSHH) used or delivered to the site? Please provide details.</p>			
<p>10. Is there suitable access for delivery and collection of waste skips? Please provide details.</p>			
Delivery Vehicle Restrictions	Yes	No	N/A
<p>11. Have you produced a plan detailing the type of vehicles and plant that will be using this compound? Does this plan confirm any height, width or weight restrictions and confirm that vehicles can stop and unload safely using mechanical aids? Please provide details.</p>			
<p>12. Have you produced a traffic management plan showing proposed routes to and from the compound? Please provide details.</p>			

Additional Notes or Observations

Site visit conducted by
Please ensure you have representatives from airside operations, Heathrow logistics and health and safety

Name		Company	
Position			
Name		Company	
Position			
Name		Company	
Position			
Name		Company	
Position			

Outcome ■ - Approved ■ - Rejected

Name		Company	
Comment:			

