

 Aerodrome Works



ASWorks_OSI_004_Appendix A Permits for Working Airside

Version: 3.0

Effective: 18th December 2019

Table of Contents

- 1. Introduction 3
- 2. Definitions 3
- 3. Application for an Airside Works Permit..... 3
 - 3.1 Summary 3
 - 3.2 Job Description / Works Description..... 4
 - 3.3 On Site Details 4
 - 3.4 Dates and Times 5
 - 3.5 Locations 5
 - 3.6 Masterplan 6
 - 3.7 Conflicts 6
 - 3.8 Restrictions 7
 - 3.9 References 10
- 4. Application for an Airside Works Permit supported by a Standard Works Procedure..... 11
- 5. Amendment of an Airside Works Permit 11
- 6. Approval of an Airside Works Permit 12



1. Introduction

- 1.1.1 The following document serves to provide detailed requirements and guidance to those applying for an Airside Works Permit as required under **AsWorks_OSI_004_Control of Airside Works**. It should be read in conjunction with **AsWorks_OSI_004_App B_Procedures for Working Airside**.
- 1.1.2 Where it is not possible to comply with the procedures outlined below, or where the procedures are unclear, guidance should be sought from the Airside Works Approval Team ([Airside Works Aprovals@heathrow.com](mailto:Airside_Works_Aprovals@heathrow.com))
- 1.1.3 The procedures detailed within apply to all types of Airside Works Permits in all locations (manoeuvring area, stands and roads), unless specified otherwise.
- 1.1.4 Red lines 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. Definitions

Abbreviation	Description
AWA	Airside Works Approval
AWI	Airside Works Instruction
AWP	Airside Works Permits
Block	A designated area of the airfield
SWP	Standard Works Procedures
WAN	Works Approval Notification

3. Application for an Airside Works Permit

3.1 Summary

- 3.1.1 Applications to work airside should be submitted at least 21 calendar days in advance wherever possible and must be no later than 12 calendar days prior to the proposed start date.
- 3.1.2 All applications must be submitted using the 'Airside Works Approval' electronic form available on the CMO web portal (<https://hal.cmo-compliance.com/>). Information on how to gain access to this portal can be found on the www.heathrow.com/airside website.
- 3.1.3 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.
- 3.1.4 Applications should be made with complete and clear information and with sufficient detail that a person with limited construction understanding should be able to interpret the works



being undertaken and make a judgement over their impact. The use of acronyms or specialist terminology should be avoided.

3.1.5 The following sections provide detailed requirements associated with each element of the electronic application form.

3.1.6 Most routine and reactive maintenance activities should be supported by a Standard Works Procedure (SWP). Contact should be made with the Airside Works Approval Team ([Airside Works Aprovals@heathrow.com](mailto:Airside_Works_Aprovals@heathrow.com)) to discuss any need to create or amend an SWP. Once an SWP is published, the maintenance provider is responsible for applying for any associated Airside Works Permit(s) (AWP). Requirements for those applications are covered in Section 5 of this document.

3.1.7 Any question regarding these requirements or the CMO web portal should be directed to the Airside Works Approval Team. ([Airside Works Aprovals@heathrow.com](mailto:Airside_Works_Aprovals@heathrow.com)).

3.2 Job Description / Works Description

3.2.1 The applicant is first asked for a 'Job Description' when creating the application, then for a 'Works Description' on page 2 (Works Planning).

3.2.2 The 'Job Description' must be treated as a title for the permit. It should be no more than one sentence.

3.2.3 The 'Works Description' should go into more detail and may include:

- A summary of the scope of works that will be carried out
- A summary of impact to operations (as applicable)

3.2.4 Those fields must NOT include:

- Contractor name, contact name(s)/detail(s)

3.2.5 Airside staff must be able to easily understand both descriptions. In particular, the use of acronyms must be reduced as much as possible.

3.2.6 In addition to filling in those descriptions, the applicant is required to tick all the relevant 'Nature of Works' categories on page 2.

3.3 On Site Details

3.3.1 The 'On-Site Contact' must be the name/role of a person who will be on site during the works and have responsibility for managing the works.

3.3.2 At least one phone number must be provided to enable the Airfield Operations Control Room to contact the 'On-Site Contact' at any time whilst the works are being undertaken. In the case of 24/7 worksites, an out of working hours contact must be provided.



3.4 Dates and Times

- 3.4.1 The selection of requested dates and times for the works is split into two stages.
- Overall permit dates and times are first requested when creating the permit.
 - A more detailed schedule of works is then required on page 3 of the application (Master Plan & Conflict Identification) – see 3.6 Master Plan.
- 3.4.2 Standard start times are as follows:
- Works requiring the closure/restriction of a Runway Block: 23:30 or later
 - Works requiring the closure/restriction of a Taxiway Block: 22:30 or later
 - Works requiring the closure/restriction of a Stand: 22:30 or later
 - Works requiring the closure/restriction of a Road: 22:30 or later
- 3.4.3 Standard end times are as follow:
- Works requiring the closure/restriction of a Runway Block: 04:30 or earlier
 - Works requiring the closure/restriction of a Taxiway Block: 05:30 or earlier (04:30 where stands are impacted)
 - Works requiring the closure/restriction of a Stand: 04:30 or earlier
 - Works requiring the closure/restriction of a Road: 04:30 or earlier
- 3.4.4 Any deviation from these standard start/completion times must be agreed with the Airside Works Approval Team prior to submission of the application. Alternatively, when deviation is agreed with a member of the Airfield Transformation Team or Airfield Operations, this must be specified in the 'Works Description' (see below) and corresponding evidence must be attached to the application (for example in the form of an Airside Works Instruction).
- 3.4.5 The approval of these start and completion times is a principle approval and it is subject to pre-tactical and tactical adjustments. Pre-tactical adjustments are jointly discussed at the Weekly Work Programme Meeting (every Tuesday). Tactical adjustments are discussed at the Night Works Meeting (21:00 every night).

3.5 Locations

- 3.5.1 The selection of requested locations is also split into two stages:
- A single locaiton is first requested when creating the permit.
 - The full list of locations is requested on page 3 of the application (Master Plan & Conflict Identification) – see 3.6 Master Plan.
- 3.5.2 As CMO is not solely used for Airside Works Permits, the applicant might have the option to select non-airside locations. Care is required to ensure that the correct locations are selected. All acceptable locations can be found under the 'Airside' primary location. Selecting invalid locations will lead to rejection of the permit application.



















3.5.3 The applicant must select all locations where works are to take place or have an operational impact. An operational impact can be considered to be where a location (or facility) is unavailable or restricted from normal operation as a result of the works.

3.6 Master Plan

3.6.1 The masterplan is the detailed plan of works that associate:

- Where the works will take place
- When
- Under what restrictions – see 3.7.

Example:

Location Type ↓	Start Date /Time	Completion Date /Time	Working Days	Restrictions	
Echo Block 52 Outer - 19772	14 Oct 2019 22:30	26 Oct 2019 05:30	Mon - Fri	- Block closed - Works in low visibility safeguarding/procedures at the discretion of the Af...	 
Echo Block 57 Outer - 19777	14 Oct 2019 22:30	26 Oct 2019 05:30	Mon - Fri	- Block closed - Works in low visibility safeguarding/procedures at the discretion of the Af...	 
Echo Block 58 Outer - 19779	14 Oct 2019 22:30	26 Oct 2019 05:30	Mon - Fri	- Block closed - Works in low visibility safeguarding/procedures at the discretion of the Af...	 
Grass Area 19D - 19272	14 Oct 2019 22:30	26 Oct 2019 05:30	Mon - Fri	- Works in low visibility safeguarding/procedures at the discretion of the Af...	 
Grass Area 20 - 19274	14 Oct 2019 22:30	26 Oct 2019 05:30	Mon - Fri	- Works in low visibility safeguarding/procedures at the discretion of the Af...	 
Stand 590 - 15590	14 Oct 2019 22:30	26 Oct 2019 05:30	Mon - Fri	- Stand - Night Stop Only	 
Stand 591 - 15591	14 Oct 2019 22:30	26 Oct 2019 05:30	Mon - Fri	- Stand - Night Stop Only	 
Stand 592 - 15592	14 Oct 2019 22:30	26 Oct 2019 05:30	Mon - Fri	- Stand - Night Stop Only	 

3.6.2 A permit can contain several masterplan items to reflect the fact that locations may be accessed in a sequential way, and locations will be subject to different restrictions. A permit must contain at least one masterplan item.

3.6.3 The masterplan must reflect working windows that are effectively planned for by the applicant. This information will be used by Airside Operations for planning and deconfliction purposes. Excessive provision for delays is not acceptable.

3.6.4 'Working Days' must be ticked/unticked as appropriate to reflect the days of the week where works are required. In the case of night works, the applicant should only tick the day when the works start (for example: for works taking place between Tuesday 22:30 and Wednesday 04:30, only Tuesday should be ticked).

3.7 Conflicts

3.7.1 After entering the masterplan, the applicant must review any conflict identified by the 'Conflict Identification' tool on page 3.

3.7.2 Where an actual conflict is flagged, the applicant should attempt to resolve the conflict through consultation with the Airside Works Approval Team prior to submitting the permit to limit the amount of deconfliction required at the approval stage.



3.8 Restrictions

- 3.8.1 Applicable 'restrictions' must be selected for each masterplan item. Associated conditions must be met for each restriction, see **ASWorks_OSI_004_App B_Procedures for Working Airside**.
- 3.8.2 Although there is a single 'Restrictions' list to choose from, the list can be broken down into two categories:
- 'Safeguarding Method'
 - 'Impact to Operations'

3.8.3 'Safeguarding Method'

- 3.8.3.1 For each masterplan item, one 'Safeguarding Method' restriction must be selected to specify how the works activities will be safeguarded from aerodrome operations, and vice-versa.
- 3.8.3.2 There are three approved ways of safeguarding used at Heathrow. For each location where works do take place, one and only one 'Safeguarding Method' Permit Condition must be selected:

Works inside a 24/7 work site

A 24/7 work site or 'permanent' worksite is defined as a site which is established for a longer duration, i.e. exceeding one shift, where the site is established for a fixed period of time regardless of the presence of the contractor and the site is in an effectively closed piece of infrastructure with no impact to operations. These sites should be safeguarded by substantial physical measures (barriers, new/hidden signs, new/hidden paint markings, changes to AGL) as well as operational measures (operational systems / procedures). This category includes site compounds.

Works inside a temporary works site

A temporary works site is defined as a site which is established for a short duration, i.e. one shift or period of continuous work (typically at night), where the site cannot be maintained continuously in a single state due to the impact to operations. These sites may be safeguarded by reduced physical measures, such as cones, barriers and temporary obstruction lighting for quick set up as well as operational procedure



Example:

“ABC Contractor is planning to refurbish over a period of several months a section of taxiway, to facilitate the setup of the work site they will need to close the adjacent taxiway blocks to erect barriers”

In this example, the contractor requires a permit to ‘Work inside a 24/7 work site’ for the taxiway refurbishment. In addition they require a separate permit to ‘Work inside a temporary work site’ which applies to the adjacent blocks for 1 night to facilitate the setting up of the barriers.

Works on a give-way basis

Works on a give-way basis are defined as work which can be undertaken with minimal operational impact, where the works can be conducted giving way to all aircraft, vehicles and persons. This work is normally undertaken with the use of a competent ‘look-out’ operative. The look-out must monitor aerodrome/road traffic and the works team must be able to immediately vacate the area when instructed by the look-out. The look-out may be provided by the contractor (where authorised) or by Airfield Operations if a (‘Leader in Attendance’) has been arranged. This category should be selected for any works that does not require the establishment of a coned/barriered works footprint.

3.8.3.3 These methods are available for all types of locations.

3.8.3.4 The Airside Works Approval Team will make sure that the correct safeguarding method is used based on the nature of works. However, applicants are required to select what method they think is appropriate for the proposed works (this must reflect the AWI if there is one).

3.8.4 ‘Impact to Operations’

3.8.4.1 All applicable ‘Impact to Operations’ restrictions must be selected.

3.8.4.2 For Taxiway locations, the following ‘Impact to Operations’ restrictions are available:

- No impact to operations
- Leader in attendance
- Block closed
- Aircraft type restricted
- Towed aircraft only
- Fire route must be provided

3.8.4.3 For Runway locations, the following ‘Impact to Operations’ restrictions are available:

- Leader in attendance
- Block closed



- Aircraft type restricted
- Fire route must be provided

3.8.4.4 For Grass Areas, the following 'Impact to Operations' restrictions are available:

- No impact to operations
- Leader in attendance
- Works in nav aids critical area

3.8.4.5 For Road locations, the following 'Impact to Operations' restrictions are available:

- No impact to operations
- No floodlighting
- Full road closure
- Partial road closure
- Vehicle parking areas affected
- Walkways affected

3.8.4.6 For Stands locations, the following 'Impact to Operations' restrictions are available:

- No impact to operations
- Stand - closed and clear
- Stand - long or night stop only
- Aircraft type restricted
- Towed aircraft only
- Interstand clearway(s) affected
- Reduced or closed HoS equipment parking area
- No FEGP
- No SEGS
- No jetty service
- No PCA
- No fuel hydrant
- No floodlighting
- Vehicle parking areas affected

3.8.4.7 The responsibility of listing these conditions lies jointly with the applicant and the Airside Works Approval Team. In practice this means the applicant is expected to list all known impacts, with the Airside Works Approval Team validating, questioning and amending as appropriate before approval. When works are supported by the Airfield Transformation team, guidance should be sought from them to ensure that permit information reflect any agreement made and/or AWI covering the works.



3.9 References

- 3.9.1 The applicant must ensure that any AWI, SWP or WAN applicable to these works is referred to on page 1 of the application and attached to this permit before the start of works.
- 3.9.2 If the works are covered by an AWI, the AWI must be attached to the application by the applicant before submission. The applicant must ensure that the information supplied in the permit application is aligned with the content of the AWI.
- 3.9.3 Applications not covered by an AWI may require explanatory drawing(s) to be attached. Depending on the type of works, the following drawings may be required to be attached to an Airside Works Application:
 - Works Area Drawing: this drawing shows the footprint of the works and the safeguarding measures that need to be put in place while the works take place.
 - Site Handback Drawing: this drawing shows anything that will be different at hand back as the result of works.
- 3.9.4 The table below details when a Works Area Drawing and/or Site Handback Drawing is required and what they must show.

Item	Works Area Drawing	Site Handback Drawing
Excavation, asphalt or concrete works	Show footprint	Show footprint if not fully reinstated at hand back
Grass works inside Graded Area	Show footprint	Show footprint if not fully reinstated at hand back
Pit lifting	If known, show position of all pits to be lifted	
Physical barriers		Show position of physical barriers if left in place at hand back
Traffic management	Show traffic management plan used during the works	Show traffic management measures that will remain in place whilst permit is not active
Compounds		Position of compounds maintained between shifts and how they are safeguarded (barriers/traffic management etc.)

All drawing types should have annotated any pertinent details such as physical barrier type, distance from centrelines etc...



4. Application for an Airside Works Permit supported by a Standard Works Procedure

When a permit application is associated with a SWP, the permit application is simplified as follows:

Step	Description
Job Description / Works Description	Provide the SWP title and reference number in the 'Works Description' field, as well as a team member if several teams. <i>Example:</i> <i>Team 1 – Airbridge Maintenance by HAL Engineering. REF SWP 002.</i>
On Site Details	Radio callsigns (HAL Digital Domestic Network) or duty phone numbers. Duty Manager phone number acceptable if teams do not carry duty phones as long as they can be quickly contacted by the duty manager.
Dates and Times	Apply for 1-year permits. Use 00:00 and 23:59 as Start/End times if 24 hours.
Locations	Generic locations must be used to keep the permitted list of locations to a reasonable size. <i>Example:</i> <i>All Roads T4 (Unplanned)', 'All Taxiway Blocks (Unplanned)'</i>
Restrictions	Select 'See Standard Works Procedures (SWP)' (no other restrictions to be selected).
References	SWP number must be referenced and SWP document attached before submission.

5. Amendment of an Airside Works Permit

- 5.1.1 Once submitted, the information provided on page 2 (Works Planning) and page 3 (Master Plan) of the application can not be amended by the applicant. Any necessary change must be requested to the Airside Works Approval Team via phone or email.
- 5.1.2 It is recognised that some information may not be available at the time of application, or might be subject to change post-submission/approval. This information has been grouped on page 1 (General Information) and can be updated by the applicant at any time (even after approval). This includes:
 - Applicant Details;
 - On Site Details;
 - References.



6. Approval of an Airside Works Permit

- 6.1.1 All applications will be reviewed by the Airfield Operations - Airside Works Approvals Team.
- 6.1.2 The aim of the review is to ensure that:
- The information entered on the application is complete, clear and satisfies the requirements listed in section 3. This information, when reproduced on the permit, must allow the Airfield Operations team to adequately control the safety and efficiency of operations around any airfield works by being clear on what, where, when and by who.
 - Taken in isolation, the method of works described can be performed safely whilst minimising disruption to the operation.
 - There is sufficient detail to de-conflict works with each other and produce a programme of works that is achievable on the operational day/night.
- 6.1.3 The Airside Works Approval Team will review and amend as required restrictions listed on the Application. The review will consider the nature of works as it is described on the permit as well as any attached Airside Works Instruction (AWI) and/or other attachment. The Airside Works Approval Team will also add additional restrictions called 'Dependencies'. These conditions will be reproduced on the permit and in the works programme:
- No works during runway 27R/09L operations
 - No works during runway 27L/09R operations
 - Works in low visibility safeguarding/procedures at the discretion of the AfDM
- 6.1.4 When approved, an application will be converted to an Airside Works Permit that will have the same unique reference number as the application (format of type YYYYMMDDXXX e.g 20190522001). The works approval confirmation will be automatically sent to the applicant by email when approved.
- 6.1.5 Where an application is rejected the applicant will receive an automatic notification and should expect justification for the rejection from the Airside Works Approval Team and assistance to reschedule or complete the works.
- 6.1.6 All approved permits will be entered into the Airside Works Programme for the forthcoming week. The programme provides a summary of timings, locations and safety requirements. The Airside Works Programme is now a live dashboard hosted on Microsoft PowerBI. The programme will be pushed to key stakeholders. Any request for access should be addressed to Airside_Works_Aprovals@heathrow.com

