



## **SOP-MRS-SAF Contractor Control Review Procedure**

Owners approval: Brian Anderson  
Function: Head of Engineering

Authorised: MRG  
Date: July 2021

## Amendments and Distribution

### 1.1 Amendments

Issue No	Issue Date	Comments / Changes
1	July 2021	New Issue from previous versions into SOP format. New procedures added due to change in business.
2	July 2021	Added HOE and updated errors.

### 1.2 Distribution

Controlled Master  
Copy

- Airport Management System\Sec 08  
Documentation & Record management

### 2.3 Replacement

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To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

## 3 Scope

### Introduction

This document outlines the procedure for the Contractors Compliance Registration Unit (CCRU) at Edinburgh Airport.

Its aim is to outline the compliance process for all contractors working at Edinburgh Airport (EAL).

This procedure applies to all EAL Departments, Tenants, Concessionaires and all other occupiers of EAL property.

### Objectives

To minimise the risk posed to the airport business and airport users from contractor works.

To have control measures in place (e.g. all permits issued by EAL).

To monitor contractor works being undertaken at the airport.

## 4. Process

### Who is in charge of the contractor?

'Works Requester' is anyone who has called in a contractor to undertake work on their behalf.

This may include:

- Third Party e.g. Retail/Property Unit Manager
- EAL Manager
- Project Manager

The Work Requester is accountable for the proposed work, the close out of the work and the Health and Safety of both the contractor and the Airport area to which the work relates.

They must not allow any works to start without a full understanding of what the works will involve and how they will affect the business and are responsible for all documentation and permits for the works being carried out.

They are also responsible for ensuring that EAL site conditions are followed.

A Works Requester may nominate a person to act on their behalf but will still retain the overall accountability for the works.

Failure to follow this procedure may result in work being delayed and the contractor being removed from the Airport.

### Pre-notification of work

- A minimum approval period required from submission to commencement on site: 2 working days (Working days do not include Saturday & Sunday or Public Holidays). This depends on type of permits required. The cut off is currently 15:00 each day.
- Project work may take longer due to required approvals.
- Does not include EAL Term contractors who are subject to separate controls for maintenance work they perform at the airport.
- Tenant's works involving disruption to the continuous supply of any service and/or utility within the Airport require a minimum notification period, in writing, of 7 working days to the CCRU or via an ATW Application.

- Works requiring specific permits may take longer (See Appendix D)
- Contractors must receive site specific Control of Contractors safety inductions and be issued with an EAL contractor pass.

### **Risk Assessments and Method Statements**

Generic or site-specific Risk Assessment / Method Statement must be submitted to the CCRU to be kept on file for reference. These must be updated at the CCRU's discretion or if the dates lapse.

Risk assessments, method statements and health and safety plans specific to the task and work area must be prepared and submitted in advance of work taking place. If the work being carried out changes from that detailed within the RA/MS, work must be stopped, and updated risk assessment/method statement submitted to the CCRU.

### **Insurance**

All Contractors must provide Public Liability insurance as per current Chief Executive Notice (CEN). Different levels of insurance are required depending on area and/or type of work. Evidence of necessary insurance cover will be required.

### **Inductions**

- Before starting work, contractors must receive an EAL Site Induction on the safety requirements and procedures for working at the airport.
- Induction must be renewed annually or if instructed by the CCRU.

### **Registration**

- During office hours all CCRU pass holders must sign in and out at the CCRU office.
- This ensures the CCRU has a record of contractors working on the Airport premises.

### **EAL Passes**

- The relevant Contractors pass is always required even if an EAL Full ID pass is held.
- Relevant passes must always be clearly visible on an outer garment.
- All passes must be returned when work is complete or when the pass date expires.

### **Authorisation to Work – (ATW)**

- Once mandatory documents have been reviewed the CCRU may issue an ATW.
- An ATW is required for all work on any EAL premises.
- Any contractor carrying out works without an ATW will be stopped immediately.
- A daily list of valid ATW's is distributed to required parties.
- An ATW is only valid for the time and date and specific works stated on it.
- ATW's not collected from the CCRU will be cancelled as per confirmation email.

## Emergency Access

- All emergency access must include an application for an ATW
- The Work Requester must email the CCRU to advise on the emergency.

## Permit to Works

Various permits are issued at Edinburgh Airport to allow work to be carried out safely. An ATW must first be obtained before these specific permits will be issued.

These include:

- Hot Works
- Service Protection
- Confined Spaces
- Life Safety Systems
- Hydrants
- Fire Alarm Isolations
- High Voltage
- Airside Works Permit
- Crane Permit
- BMS – Building Management System
- Cause and Effect Testing

Details on obtaining these permits including notification times for application can be found in appendices of this document.

Any contractor carrying out works without a necessary authorised permit will be stopped immediately.

All permits signed out from an EAL Authorised Person must be returned – signed/completed.

## Completion of Works

Works Requester is responsible for ensuring works are completed satisfactorily and the area left in a safe condition.

## Safety Inspections

Proof of competency, risk assessment/method statement and safety procedures may be inspected by CCRU to demonstrate compliance with the agreed safe system of work and all other EAL procedures.

## General Information

Contractor Compliance Registration Unit  
Forth Building  
Eastfield Avenue  
Edinburgh Airport  
EH12 9DN

## Contact Details

CCRU                      Email                      [ccru@edinburghairport.com](mailto:ccru@edinburghairport.com)

## 5. Appendices

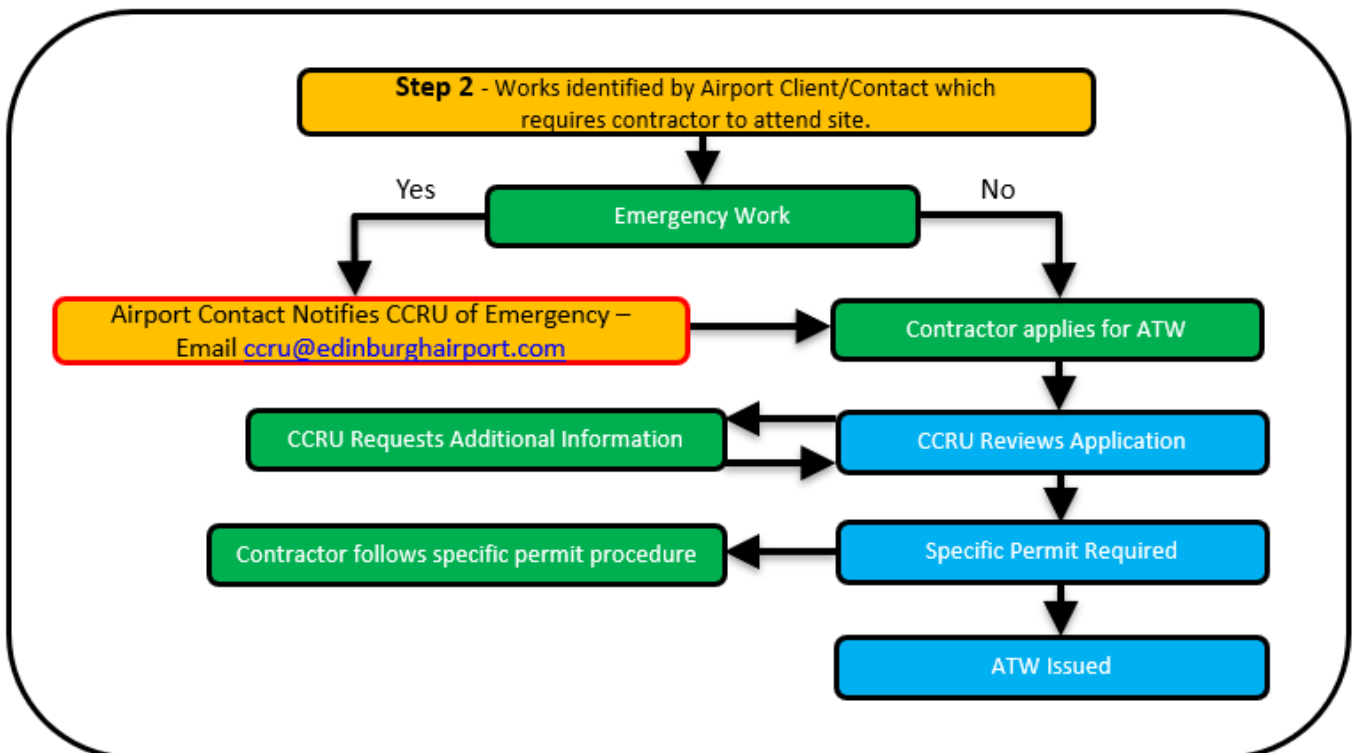
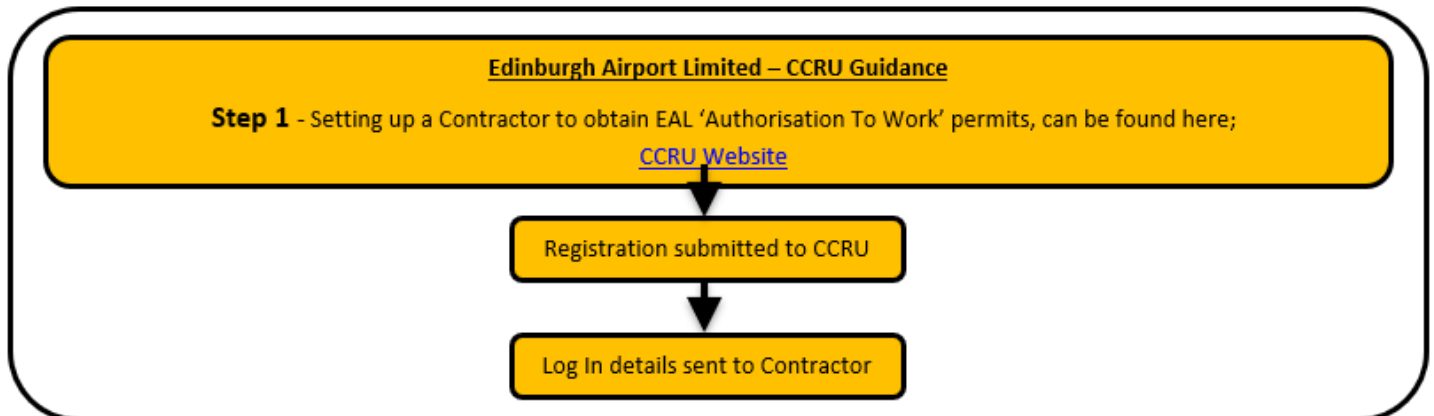
ATW Process Flowchart

Hot Works Process

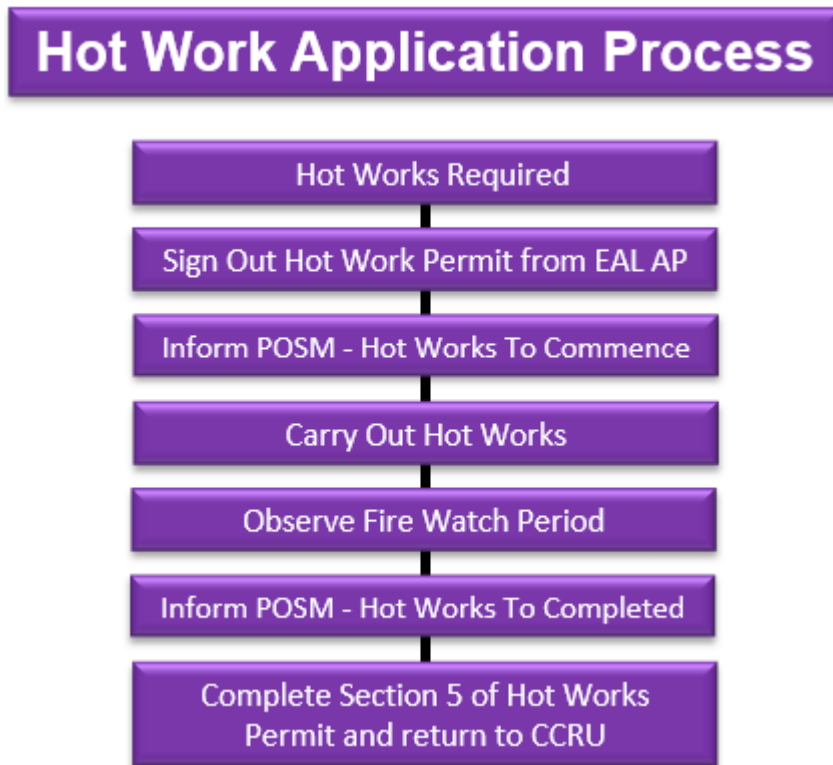
Fire Alarm Isolation Process

Service Clearance Process

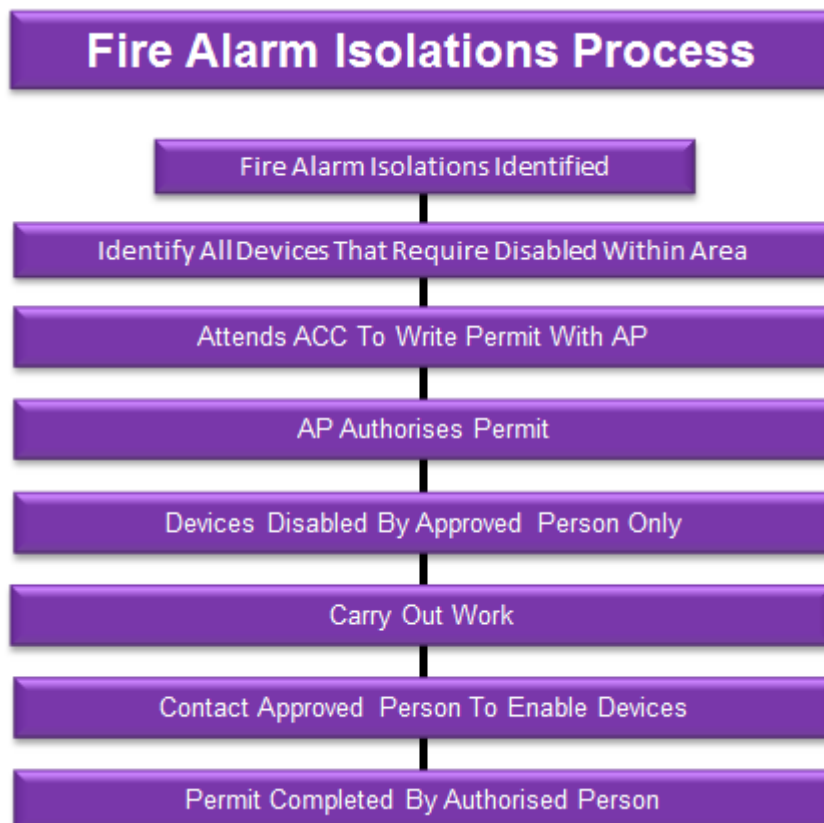
Notification Periods



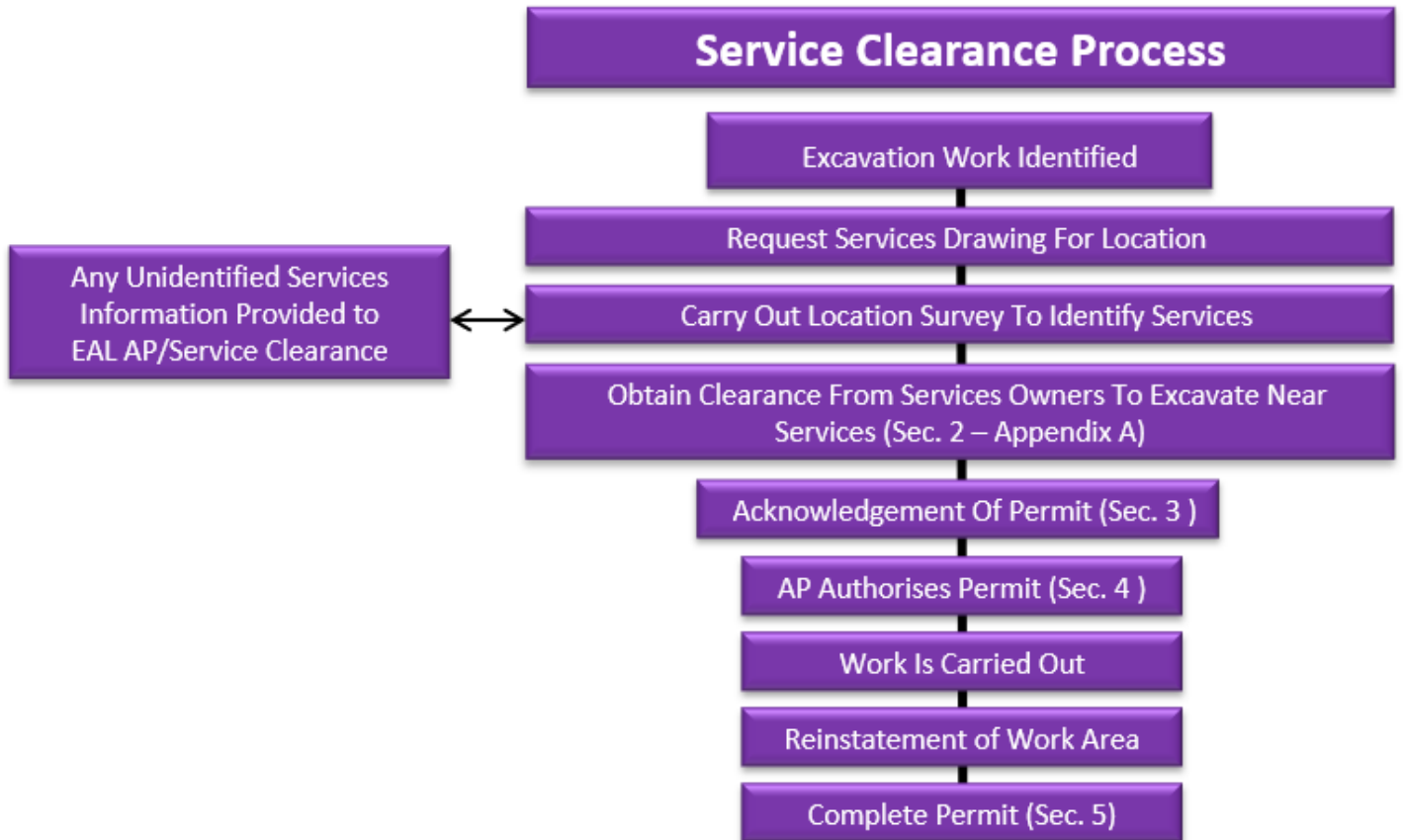
Hot Works Process



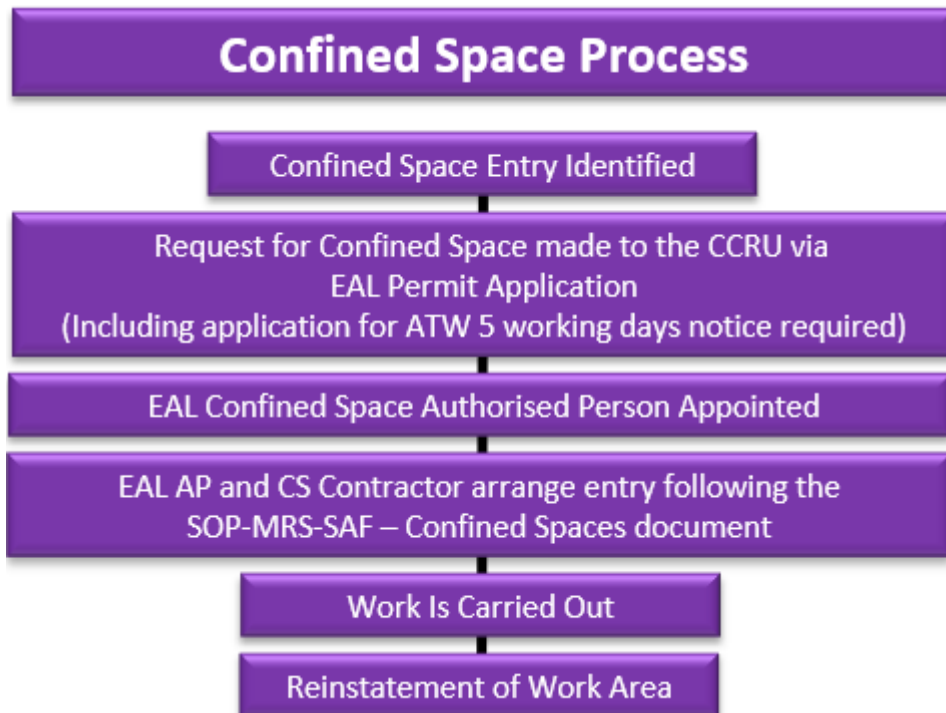
Fire Isolation Process



## Service Clearance Process



## Confined Space Entry Process





## Notification Periods – Lead time (Working days)

Permit Type	Lead Time (Days)	Permit Validity	Further Documents Permit Required	Authorised Persons (AP'S)	Signed By / Capacity	Split shift Permits
Fire Alarm Isolations	3	AP's Discretion	Work Depending	AP's - Engineering	AP Person In Charge	Yes, AP's discretion
				Approved Persons – Engineering / POSM's		
Hot Works	3	AP's Discretion - 28 Days Max.	Risk Assessment Fire Isolations Sprinkler Permit Confined Space	Engineering	AP Person In Charge	Yes
			Fire Equipment Check	Contractor Responsible		
Service Protection	5	AP's Discretion	Site Drawings	Engineering	AP Person In Charge	Yes
BMS – Building Management System	5	AP's Discretion	BMS Permit Completion	Engineering	AP Person In Charge	Yes
Cause & Effect	5	N/A	Cause & Effect Permit	Engineering	AP Person In Charge	No
Hydrants	3	24Hrs	Return To Service	Airport Fire Service	AP Person In Charge AFS	No
Confined Space	5	24Hrs	SOP-MRS-SAF Confined Spaces EAL Approved	Engineering	AP Person In Charge	No
Electrical Systems (Permit to Work on more than one source)	5	AP's Discretion	Safety Programme EAL Approved	Engineering	AP Person In Charge	No