

SOP-MRS-SAF- Contractor Control

Contractors Control Registration Unit

Date: 08/2026

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Owner: Brian Anderson

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1. Document Control

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1.1 Version

The following table shows any amendments made to this document:

Version	Issue Date	Change(s)
V.1	08/2026	New plan template and update from Velocity to Site Assist Software

1.2 Reviewed By

Name	Role	Approval	Versions	Date
Graham Scott	Contracts & Facilities Manager	G.Scott	V.1	08/2026

1.3 Distribution Location

Locations and folder on which this document is saved including the master document's location.

Location
CCRU SharePoint

2. Process Scope and Implementation

2.1 Purpose

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.

2.2 Scope

This procedure applies to all contractor works undertaken at the airport and is intended to ensure that such activities are planned, controlled, and monitored effectively. The scope includes the implementation and management of appropriate control measures, including the issuance of permits by EAL, to minimise risks to airport operations, airport users, infrastructure, and personnel. It also covers the oversight and monitoring of contractor activities to ensure compliance with airport requirements and the safe execution of works.

2.3 Roles and Responsibilities

The following table shows all relevant personnel's roles and responsibilities in relation to managing the aspects:

Job Title	Role
Graham Scott	Contracts & FM Manager
Roddy Poole	CCRU Team Leader
Craig Weir	CCRU Contractor Compliance Controller

3. Process

3.1 Works Requester Responsibilities

The Works Requester is the individual or organisation responsible for engaging a contractor to undertake work on their behalf at Edinburgh Airport.

This may include:

- An EAL Manager
- A Project Manager
- A Third-Party Representative (e.g. Tenant, Retail Manager, Property Unit Manager)

The Works Requester retains overall accountability for:

- The planning, authorisation, and completion of the work.
- The health, safety, and welfare of contractors while undertaking the work.
- The safety of airport personnel, passengers, assets, and operations affected by the work.
- Ensuring all required documentation, approvals, permits, and authorisations are obtained before work commences.
- Assessing and understanding the scope of the proposed works and any potential operational, safety, security, or business impacts.
- Ensuring contractors comply with all EAL procedures, site rules, and permit conditions.

The Works Requester may nominate a competent person to coordinate activities on their behalf, however, accountability for the works remains with the Works Requester.

Failure to comply with this procedure may result in work being delayed, suspended, or stopped, and contractors may be removed from the airport site.

3.1.1 Pre Notification of Works

All contractor works must be submitted to the CCRU for approval in advance of the planned start date.

The minimum submission period for Authorisations to Work are:

- One working day prior to the commencement of works.
- Requests submitted after 17:00 hours will be treated as received on the next working day.
- Working days exclude weekends and public holidays.

Additional approval periods may be required for:

- Project works requiring multiple stakeholder approvals.
- Complex or high risk activities.
- Works requiring specialist “child” permits (see Appendix D).

Tenant works involving disruption to airport services, systems, or utilities must be notified in writing to the CCRU, or submitted via an ATW application, at least seven working days before the planned works.

This requirement does not apply to EAL Term Contractors undertaking routine maintenance activities under separate approved arrangements.

Contractors must not commence work until:

- The required EAL Contractor Safety Induction has been completed.

- A valid digital contractor pass has been issued.
- All relevant permits and approvals have been granted.

3.1.2 Safe Systems of Work

A suitable and sufficient Safe System of Work must be provided for all contractor activities.

The following documents must be submitted through the CCRU portal as part of the permit application process:

- Risk Assessment (RA)
- Method Statement (MS)
- Any task-specific Health and Safety Plans

Documentation must:

- Be specific to the proposed task and work location.
- Identify all hazards, risks, and control measures.
- Be submitted a minimum of one working day before work commences.
- Be reviewed and updated whenever there is a change to the scope, method, location, or duration of the work.

Where work deviates from the approved RAMS, activities must cease immediately until revised documentation has been submitted and approved by the CCRU.

3.1.3 Insurance Requirements

All contractors must maintain appropriate insurance cover in accordance with the current Chief Executive Notice (CEN).

Requirements include:

- Valid Public Liability Insurance.
- Any additional insurance specified by EAL based on the nature, location, or risk profile of the work.
- £50 Million Airside Liability insurance is mandatory for all external works out with the terminal building

Evidence of insurance must be provided upon request and prior to approval being granted.

3.1.4 Inductions

Before commencing any work on site, contractors must:

- Complete the EAL Contractor Safety Induction.
- Hold a valid digital contractor pass.
- Hold any additional permits or authorisations relevant to the work activity.

Inductions must be renewed:

- Annually, or
- Earlier if directed by EAL.

3.1.5 Site Assist Registration

Where applicable, contractors must register their arrival and departure through the CCRU digital platform. Contractors must ensure registration is completed each time they attend site.

3.1.6 EAL Contractors Passes

All contractors undertaking work on EAL premises must hold the appropriate digital contractor pass.

Requirements include:

- A contractor pass is required even where an individual holds an EAL Full ID Pass.
- Digital passes must always be available for inspection by EAL representatives.

3.1.7 Authorisation to Work (ATW)

An Authorisation to Work is mandatory for all contractor activities undertaken on EAL premises.

Following review and acceptance of the required documentation, EAL may issue an ATW.

The ATW:

- Authorises the specific work activity described within the application.
- Is valid only for the dates, times, and locations stated.
- Must be available for inspection while work is in progress.

Contractors undertaking work without a valid ATW will be instructed to stop work immediately.

3.1.8 Emergency Access

Emergency works must be controlled through the same permit process wherever practicable.

The Works Requester shall:

- Submit an ATW application for the emergency work.
- Notify the CCRU immediately via ccru@edinburghairport.com.
- Provide details of the nature of the emergency and proposed control measures.

Emergency works must not proceed without appropriate authorisation unless immediate action is necessary to prevent injury, damage, or operational disruption.

Any request for access outside of CCRU availability must be authorised by the AOM. The work requester is responsible for contacting the AOM to obtain this authorisation.

3.1.9 Permits to Work (PTW) – Child Permits

Certain activities require additional specialist permits to control specific risks. These are known as “child” permits and not attainable without a valid ATW

A valid ATW must be issued before any Permit to Work is granted.

Examples include:

- Hot Work Permit
- Service Clearance Permit
- Confined Space Entry Permit
- Hydrant Permit
- Fire Alarm Isolation Permit
- High Voltage Permit
- Airside Works Permit
- Roof Access Permit
- Roof Fabric Permit
- Fire Compartment Breach Permit

Application requirements and notification periods for each permit type are detailed within the appendices of this procedure.

Work undertaken without the required permit will be stopped immediately.

Any roof access keys, permits, or passes issued by an EAL Authorised Person must be returned upon completion of the work.

3.1.10 Completion of Works

Upon completion, the Works Requester shall ensure that:

- All works have been completed satisfactorily with completion of all permit actions.
- The work area is left clean, safe, and fit for normal operation.
- Any temporary controls, barriers, isolations, or permits are removed or closed out.
- Defects, incidents, or outstanding issues are reported to EAL client.

3.1.11 Monitoring and Safety Inspections

EAL reserves the right to inspect contractor activities at any time.

Inspections may include verification of:

- Competence and training records.
- Risk Assessments and Method Statements.
- Permits and authorisations.
- Compliance with approved Safe Systems of Work.
- Adherence to EAL procedures, site rules, and health and safety requirements.

Any non compliance identified may result in work being suspended until satisfactory corrective action has been implemented.

4. Incidents, Accidents and Near Misses

All Incidents, Accidents and Near Misses must be reported through the Evotix reporting system which is accessible through the Airport Community app.

This includes:-

- Safety Shares
- Accidents /Incidents
- Medical/First Aid Incidents
- Environmental Incidents
- Fire Events

(Please Ref CED 07/26 – Safety Reporting Channels)

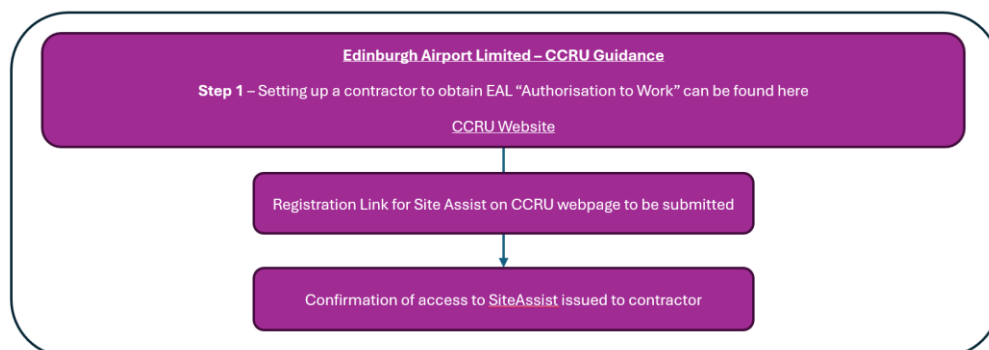
5. Contact Information

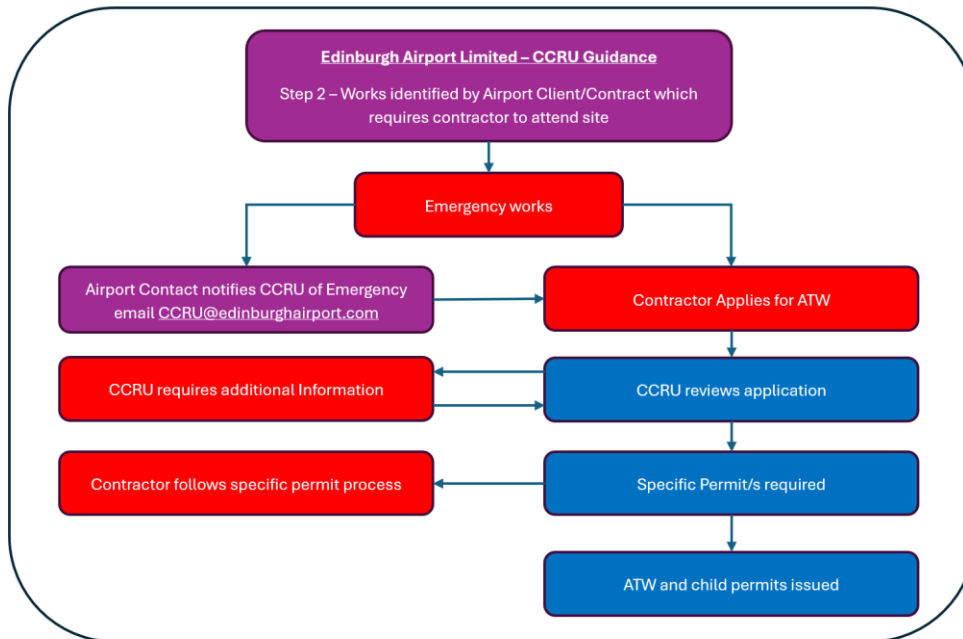
Contractor Control and Review Unit (CCRU)
Forth Building
Eastfield Avenue
Edinburgh Airport
EH12 9DN

Email: ccru@edinburghairport.com

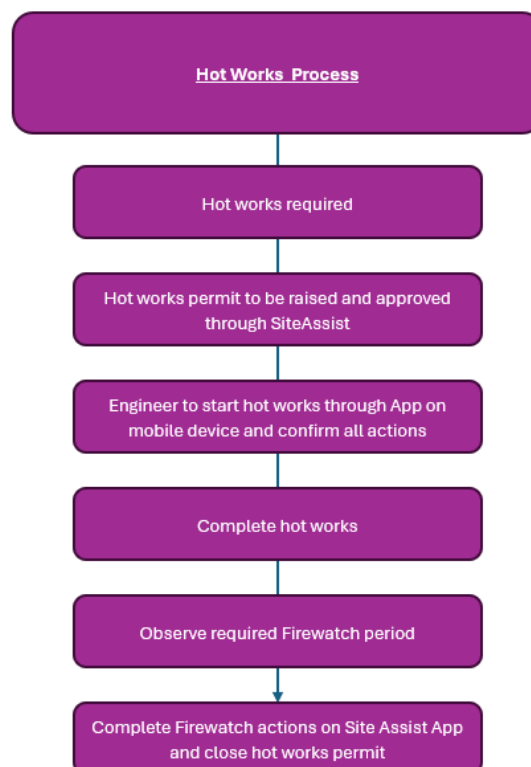
6. Appendices

6.1.1 ATW Process Flowchart

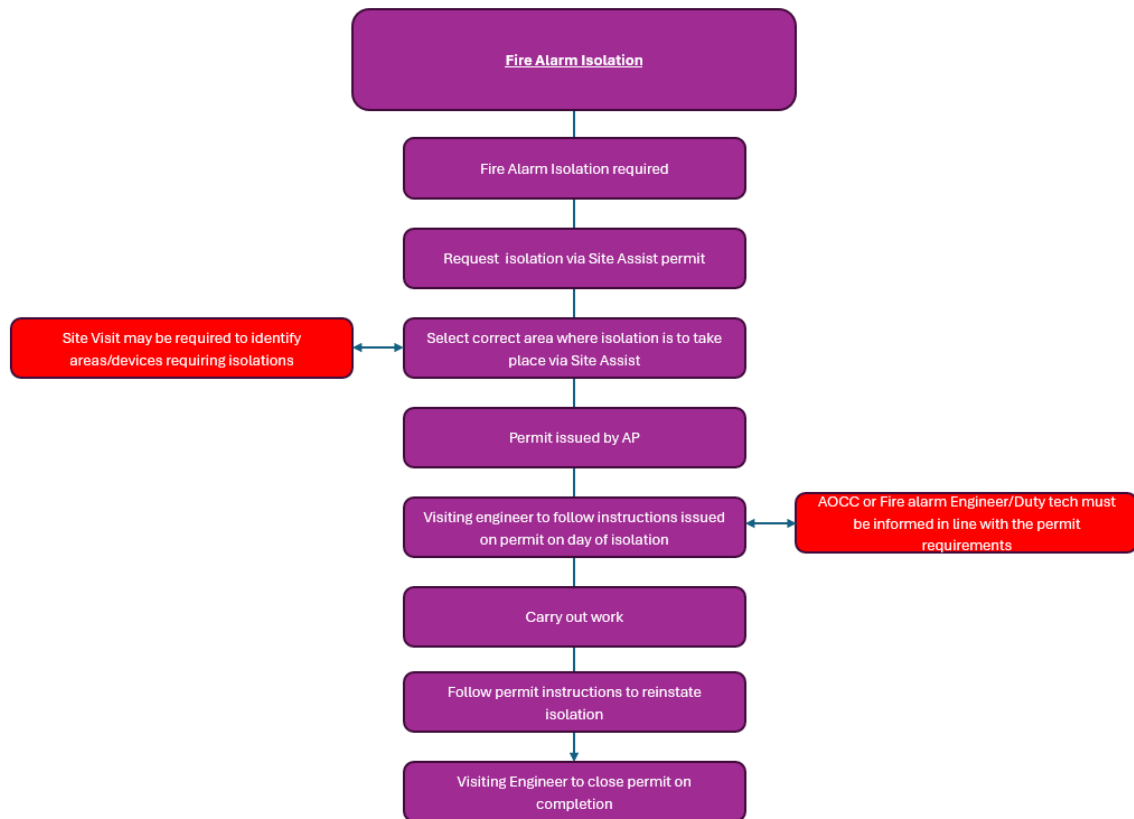




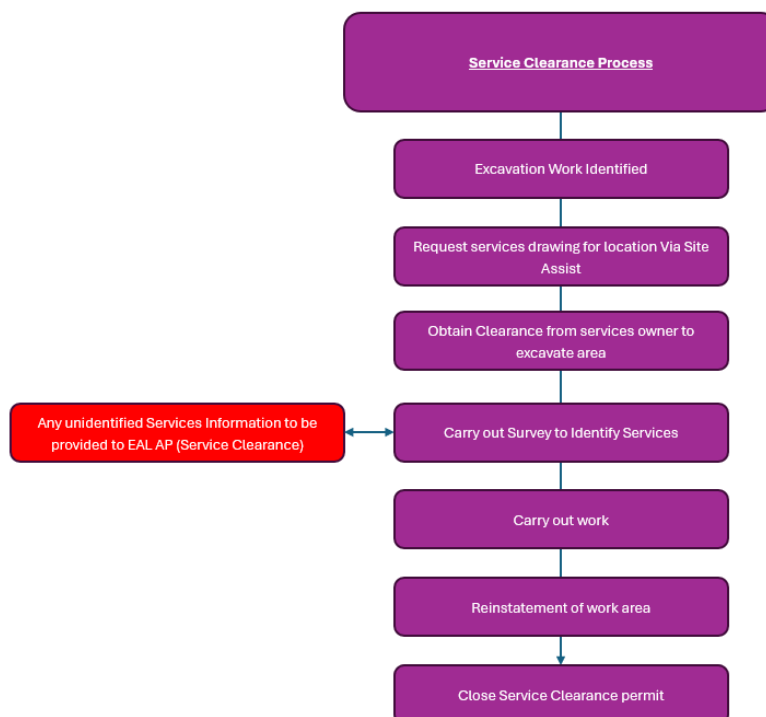
6.1.2 Hot Works Process



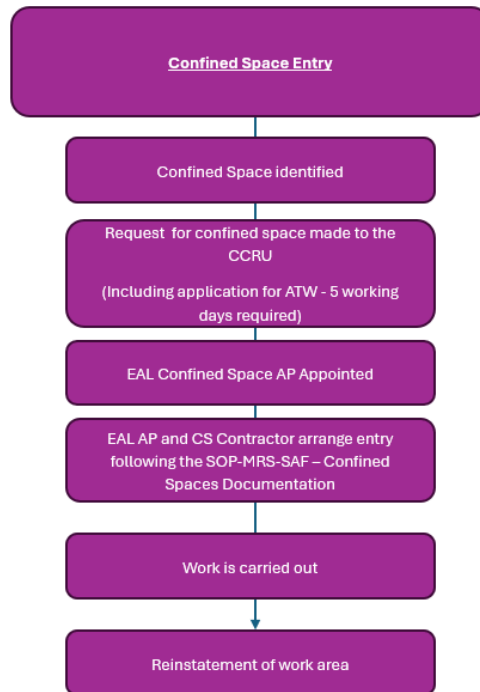
6.1.3 Fire Alarm Isolation Process



6.1.4 Service Clearance Process



6.1.5 Confined Space Entry



7. Notification Periods

Permit Type	Lead Time (Days)	Permit Validity	Further Documents Permit Required	Authorised Persons (AP'S)	Signed By / Capacity	Split shift Permits
Authorisation to Work (ATW)	1	AP's Discretion	Work Depending	Engineering	AP	Yes
Fire Alarm Isolations	3	AP's Discretion	Work Depending	AP's - Engineering Approved Persons –Engineering /POSM's	AP / Person In Charge	Yes, AP's discretion
Hydrant	3	AP's Discretion	Work Depending	Veolia	AP	Yes
Hot Works	3	AP's Discretion – Task based	Risk Assessment Fire Isolations Sprinkler Permit Confined Space Fire Equipment Check	Engineering Contractor Responsible	AP	Yes
Service Clearance	5	AP's Discretion	Site Drawings	Engineering	AP	Yes
Hydrants	3	24Hrs	Return To Service	Airport Fire Service	AP / Person In Charge / AFS	No
Confined Space	5	8Hrs	Safety Programme 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
High Voltage	5	AP's Discretion	Safety Programme EAL Approved	Engineering	AP / Person In Charge	Yes
Airside Work Permit	5	Airside Operations Discretion	Work Depending	Airside Operations	Airside Operations	Yes
Roof Access	3	AP's Discretion	Work Depending	Engineering	AP	Yes
Roof Fabric	5	AP's Discretion	Work Depending	Projects	AP	Yes
Fire Compartment Breach	3	AP's Discretion	Work Depending	Projects	AP	Yes

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