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0 Introduction

0.1 General

This standard forms part of the overall Aerodrome Manual System.

Please click here to access the Aerodrome Manual Document

Aerodrome Manual Document Appendix 1 contains the following sections:

A1.1 Record of Amendments	A1.4 Abbreviations	A1.7 NOTAM Originators
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0.2 Summary of Standards

1) This Standard has been prepared to be in compliance with the requirements of the Safety, Health & Welfare at Work Act 2005; the Safety, Health & Welfare at Work (Construction) Regulations 2013 to 2021 and the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2021.

0.3 Definitions

1) HSA – Health and Safety Authority
2) RAMS – Risk Assessment (local) and Method Statement
3) P2W - Permission to Work (P2W)
4) PSDP - Project Supervisor for the Design Process , as described in the Construction Regulations 2013
5) PSCS - Project Supervisor for the Construction Stage , as described in the Construction Regulations 2013
6) ARA – Airside Risk Assessment
7) SSWP - Safe System of Work Plan
8) SWP - Safe Work Procedures
9) PM – Project Manager (Infrastructure Delivery)
10) SM – System Manager (Asset Management)

0.4 Background/Context/Scope/Intro/doc overview

1) daa Permission to Work (P2W) at Dublin Airport, is a documented safe system of work required for all work activities at Dublin Airport, but specifically for hazardous maintenance / service activities / construction projects which may impact the Airport Operations.
2) The daa P2W is a formal procedure (document) to ensure that a system of work is properly planned and implemented for jobs which have a significant risk. P2W is most often required for maintenance, service work or construction projects where normal safeguards cannot be used, or where new hazards are introduced by the work, which can/may impact the Airport Operation.
3) P2W documents are required whenever there is a significant risk to safety and health during an Airport Operation, and where precise preparation of the work site or plant/equipment and clear, unambiguous communications of procedures is needed to control the hazards/risk.
4) A P2W should not be confused with giving someone permission to work on site, without eliminating hazards or minimising risks. Also, the issuing of a P2W permit does not, by itself, make a task safe.
5) The P2W system does, however, provide a formal procedure to determine, systematically, what precautions are required, how this should be communicated, recorded, and monitored and how work should be authorised.
6) The approved P2W permit will be independently verified by appointed competent persons on behalf of daa.
7) A 'Permission to Work' (P2W) application must be applied for in the following circumstances:
    a) by the Landlord Representative / Project Manager (PM) / System Manager (SM) on behalf of the Project Supervisor for the Construction Stage (PSCS) / Contractor / Client.
    b) by the daa department whose works are deemed to be of a particular risk as outlined under the Safety, Health and Welfare at Work (Construction) regulations 2013.
8) The purpose of the P2W system is to generate a common approach to health and safety and operational management at Dublin Airport taking cognisance of Airport operational requirements in compliance with duties under the Safety, Health and Welfare at Work Act, 2005 and the construction regulations 2013.
9) The P2W system does not alleviate the Contractor, Project Supervisor Construction Stage (PSCS), Site Supervisory Staff and Site Staff from their responsibilities under the Terms / Conditions of Contract, current Safety & Health, Environmental Legislation, Airport Directions

and Airport Bye Laws. Works must adhere to the task specific Method Statement (MS) and Risk Assessment (RA) at all times.

10) Should works deviate from those originally envisaged, the Contractor is to revise their H&S documents accordingly and submit to the DAA for review and permission to proceed if affecting members of the public, DAA staff or airport operational continuity.
11) The PSCS / Contractor is responsible for communicating the task specific Method Statement and Risk Assessment(s) to their employees or persons under their control. All signed Health & Safety documentation must be available on site for inspection at all times.
12) The P2W system seeks to ensure that proper consideration is given to the construction, health and safety and operational risks of a particular planned activity. The P2W is a document which grants 'permission for works to proceed' to allow certain people to carry out specific work, at a certain time and which sets out the main precautions needed to complete the job safely.
13) The aims / objectives of the DAA P2W system can be summarised as follows:
    a) To authorise Permission for works to proceed by relevant appointed Managers following their review.
    b) To ensure airport operational continuity;
    c) To prevent unpermitted works commencing;
    d) To enable receipt of specific information required to be provided by the PSCS / Contractor and uploaded on to the P2W system at the application stage by the Client Representative / Project Manager / Landlord Representative / daa Department;
    e) To provide clear identification of who may allow particular works to proceed on behalf of DAA;
    f) To record the precautions to be taken including safe isolation from potential risks where possible.
    g) To identify and control risks resulting from ongoing operations to DAA, Tenant and Stakeholder employees, Contractors employees and members of the public;
    h) To seek to ensure that the person in direct charge of a DAA unit, area, item of plant, service utility or installation is aware of all the work being done; *Note: P2W system is not the primary medium of consultation or coordination for any project / process. All consultation and appropriate coordination is to be completed in liaison with the PSCS / Contractor, and associated Stakeholders by the Client Representative / Project Manager / Landlord Representative prior to any application being submitted on to the P2W system;
    i) To seek to prevent project conflict – work activities that may interact or affect one another;

j) To provide for occasions when planned acknowledged operations have to be suspended; and,

k) To provide an auditable system of continuous control and a record showing that the nature of the work and the considerations needed to endure airport operational continuity;

14) *Note: That for Airside activities, additional time must be allowed for by the PSCS / Contractor on receipt of an 'acknowledged' permission to work application to allow for required other notices to be generated and issued adhering to the requirements of Airport Directions prior to commencing works.

0.5 Keywords

1) SMG – Senior Management Group
2) OHSAG – Occupational Health and Safety Action Group
3) APOC – Airport Operations Centre
4) AOSO – Airside Operations Safety Officers
5) AP – Airport Police
6) AMB – Ambulance
7) BU – Business Unit

1 P2W Application

1.1 P2W Application Parameters

1) Dublin Airport Authority (DAA) requires that all works that may interface with Airport, Landside, Airside or Terminal operations must seek permission to proceed with any works prior to commencement.
2) At project design stage, the Client Representative / Project Manager / Landlord Representative, Project Supervisor for the Design Process (PSDP) and Project Supervisor for the Construction Stage (PSCS) / Contractor (if appointed) are to fully assess all planned works and plan for tasks that require DAA specific permission for works to proceed. This should be scheduled in to the overall project program.
3) The following is a non-exhaustive list of examples requiring the need for a P2W application to be prepared:
    a) Commencement of works within the Airport Campus i.e. site set up / enabling works;
    b) Amendment of any Landside or Airside site boundaries;
    c) Any works within 3.00m of the Airside security fence;
    d) Roadwork construction / alteration outside the PSCS / Contractor site boundary;
    e) Installation of Traffic or Pedestrian Management;
    f) Adaption of Traffic or Pedestrian Management / routes;
    g) Alteration to any Landside / Airside boundary (both internally and externally);
    h) Working around or within 6.00m of existing or new 'live' service(s) belong to the DAA;
    i) Working on DAA, Tenant or Stakeholder property outside of the PSCS / Contractor site boundary;
    j) Working within 5.00m of DAA buildings;
    k) Any alteration to DAA property;
    l) Access to carry out works in an Airside Environment. All works outside of the site boundary and Airside requires a Permission to Work;
    m) Hot Work activities proposed to take place when working within 10.00m of any site boundary, as well as within 10.00m of a DAA property / building / asset; and
    n) Any works which involve a contractor requiring tools and bringing such tools to Dublin Airport (Landside / Airside).

1.2 Permission Application Process

1) The Project Supervisor for the Construction Stage (PSCS) / Contractor is required to apply via the relevant Client Representative / Project Manager for a permission to proceed with agreed works within the Airport Campus. The application for the permission shall be made **no later than working 10 workings** days prior to the proposed commencement date of the works on site. This timeline is subject to the appropriate and correct information being uploaded at application submittal to enable the 10 days Service Level Agreement (SLA).
2) Technically competent persons / departments are the only parties within daa who can instruct / manage / facilitate a contractor to undertake works. Any other daa parties must go through the correct channels for such works to be undertaken.
3) The application must contain as a minimum the following documentation as prepared by a competent person on behalf of the PSCS / Contractor. All documentation must be signed off as reviewed and checked by the PSCS / Contractor prior to issue to the Client Representative / Project Manager. The DAA reserves the right to request visibility of the permission to work on demand:
    a) Specific Safe working method statement pertinent to the proposed works as developed based on an initial works area risk assessment;
    b) Specific task risk assessments pertinent to the proposed works;
    c) Safety Appointments where applicable
    d) Design Risk Assessments
    e) Preliminary H&S plan and Construction H&S Plan
    f) Details of insurance
4) *Note: The PSCS / Contractor is to must provide all relevant information to enable the completed application to be uploaded by DAA subject to the proposed type, location or potential impact of works on persons, property or processes. All delays associated with incorrect / incomplete application information shall be the full responsibility of the PSCS / Contractor.
5) Once all required information (method statement / risk assessments / certificates / design risk assessments etc) are uploaded by the Client Representative / Project Manager to the P2W application (no later than the required 10 working day period prior to the planned programmed commencement of works) and the application is acknowledged by relevant Location Manager (Refer to Appendix E), the relevant Client Representative / Project Manager shall notify the PSCS / Contractor of permission for works to proceed.

6) In relation to both Landside and Airside activities, should any works activities involve Hot Works, such work shall be referenced as such and addressed in the Method Statement and Risk Assessment. DAA will acknowledge a hot works P2W allowing works of this nature to proceed. It remains the responsibility of the PSCS / Contractor to implement and manage their own / internal Hot Works Permit to Work system day to day. Hot works activities on site are subject to random inspection by DAA Fire Safety Manager (FSM) and Fire Prevention Officer (FPO).
7) All Confined Space working is to be addressed in the Method Statement and Risk Assessment. DAA to acknowledge a Confined Space P2W allowing works of this nature to proceed. It remains the responsibility of the PSCS / Contractor to implement and manage their own / internal Confined Space Permit to Work system day to day.
8) All P2W applications and general works are subject to operational requirements of the Airport and may be cancelled or suspended by DAA if deemed necessary.

1.3 P2W suspension Process

1) This process is enacted in circumstances where a contractor has diverged from their Risk Assessment, Airside Site Work Procedure, Method Statement and / or where a significant accident / near miss has occurred.
2) In the event that a permit is suspended by Operational Safety, it is undertaken to ensure that;
    a) unsafe practices are prevented,
    b) that lessons can be learned,
    c) controls implemented and improvements made enabling the overall safety culture at Dublin Airport.
3) The Airport Police / AOSO / APOC may also stop works on a similar basis. However, this must be done in consultation with the site project manager. Where works have been stopped, Operational Safety must be notified by email. Operational Safety may suspend the permit until remedial actions have been agreed and implemented.
4) The following steps outline the process for Permit Suspension / Reinstatement.
    a) A significant unsafe practice has been observed / reported or a serious miss / accident has occurred.
    b) The site Project Manager (PM) has been notified of the issue and after consultation, the works maybe stopped or interim measures implemented

c) In the event of works being stopped, Operational Safety are notified and the associated daa point of contact (responsible person) is informed and a review facilitated by Operational Safety. An incident report and associated investigation is also requested from the appointed PSCS.

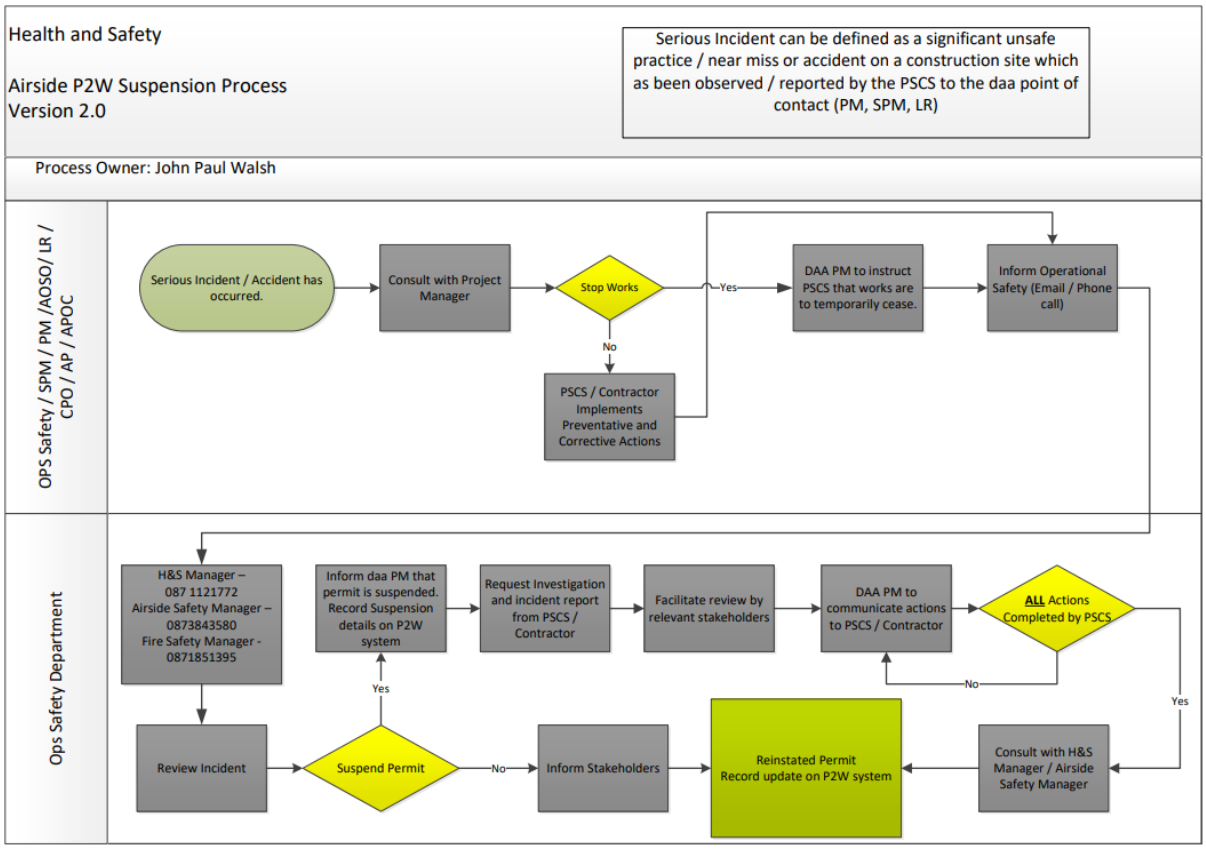
d) All affected stakeholders partake in the review and based on the significance of the incident, impact on the operation and commercial considerations, a decision may be made to suspend the permit

e) Once the permit has been suspended, actions are proposed and agreed with stakeholders and the PSCS. The communication of these actions to the affected PSCS / Contractor, is the responsibility of the PM, landlord representative, etc.

f) In all circumstances, the permit will remain suspended until such time as all immediate actions have been closed or where there is sufficient evidence to show that the risk is being managed.

g) The permit is then reinstated and this is communicated to the PM, landlord representative etc. All stakeholders are informed by Operational Safety.

h) The suspension (date and time) and reinstatement (Date and time) are recorded on the P2W system.



2 Required Information for Permission To Work

2.1 Permission - Planning, Submittal and Permitting Works to Proceed Protocols

1) A P2W request shall be submitted by the PSCS / Contractor within a sufficient period of time prior to the scheduled start date on site (this should be scheduled as a task within the project programme). This time should be sufficient to allow for approval / comment of the required health and safety documentation by the PSCS / Contractor and 10 days for the P2W application request and associated acknowledgment of granting the permission to work to proceed and issue by Dublin Airport
2) Should the information submitted by the PSCS / Contractor be in the correct format and appropriate level of detail the DAA will seek to endeavour to grant permission for works to proceed and issue the relevant permission to work application in an expedite format.
3) Should non-planned works (for example emergency works) be required the Dublin Airport are committed to expediting the P2W process as soon as possible. (Refer to Section 3.2 of this document.)
4) Planning:
    a) The PSCS / Contractor is to review their Working / Construction Programme to identify all planned activities that will require a P2W application and compile a schedule to identify the works activity, the programme start date, and the date for submittal of the permission request. This schedule is to be submitted and agreed with Client Representative / Project Manager. The schedule is to be reviewed on a regular basis and updated when necessary by the PSCS / Contractor. Any proposed changes are to be notified in writing to the Client Representative / Project Manager to ensure that the overall building / construction programme can be achieved.
    b) Prior to submittal of the P2W application, all required consultation and coordination is to be completed in liaison with the PSCS / Contractor, and associated Stakeholders by the Client Representative / Project Manager.
    c) The PSCS / Contractor reviews revised documentation and submits to the Client Representative / Project Manager.
    d) The P2W application (including all relevant information and specifically PSCS / Contractor / PSDP (as required) is uploaded by Client Representative / Project Manager on to the DAA s P2W system.

e) All comments / clarifications / queries are returned to appropriate Client Representative / Project Manager for distribution to the PSCS / Contractor. Once the Stakeholders comments / observations are fully addressed, the Client Representative / Project Manager will issue the acknowledged permission for works to proceed to the PSCS / Contractor. Client Representative / Project Manager shall issue the permission to work by e-mail.

f) The PSCS's / Contractor's Person in Charge of supervising works / Site Supervisor is to sign confirming acceptance of the Permission to Proceed (as sampled below) and return a copy to the Client Representative / Project Manager directly. The P2W cover sheet is to be laminated and posted adjacent to the primary / main access point to the works area.

g) The P2W application may be extended by DAA upon request from the PSCS / Contractor once the timeline extension (not related to project agreed delivery programme) does not conflict with other planned works and does not deviate from the original permit application. A reason for the extension will be required to be provided.

h) The PSCS / Contractor is to notify Client Representative / Project Manager that all works are finished. This is acknowledged by the Client Representative / Project Manager.

i) The PSCS / Contractor is to forward all relevant Client Safety File information (if applicable) to the PSDP for issue to DAA prior to the application being Closed. The receipt of this information is to be coordinated with the Client Representative / Project Manager. Copies of relevant signed documentation are to be available on site by the PSCS / Contractor in the Construction Stage Safety and Health Plan / Project File.

2.2 Information Required to Form Part of P2W Application

1) All assessed and acknowledged documents that form part of a P2W 'acknowledged' application must be signed by persons proposed to carry out works and displayed/visible on site, or at location work place for inspection at all times.
2) The PSCS / Contractor is to submit the completed P2W request with all relevant information as required to the Client Representative / Project Manager. Information that may be required as part of an application includes the following: **non exhaustive list:**
3) Minimum information to be provided:

a) Specific Works Method Statement / Task Sheet pertinent to the proposed works in accordance with the PSCS / Contractor. Include reference to the interfaces with DAA operations and how it will be managed by the PSCS / Contractor;
b) Specific Works Risk Assessment;
c) Safety Data Sheets (SDS) for all proposed chemicals to be used REACH compliant;
d) If required specific task sheets for working around existing or new 'live' services;
e) Design Risk Assessments
f) Emergency Plans which should incorporate the following
    i) The organisation of personnel, responsibilities and training (in relation to Fire and Emergency Evacuation Coordinator and Deputy Coordinator, Fire Warden, General Operatives and Subcontractors);
    ii) Communication of arrangements (e.g. Site Safety Notice Boards / Safety Stations / Emergency contact details);
    iii) Fire protection measures (i.e. designated escape routes, flammable material use / storage, internal hot work permit systems, raising of fire alarm, recording of inspections / drills / tests etc);
    iv) Emergency Procedures highlighting fire evacuation procedures, assembly points, roll calls etc.; and
    v) Prevention measures highlighting Risk Assessments and Method Statements, 'No Smoking' policy and disposal of waste.
g) Safety Appointments and relevant supporting documentation
h) Airside Risk Assessment where works being conducted airside

4) Additional informed to be provided (as required subject to scope of works)
    a) Waste management plan to outline measures in place to manage waste arising from the project in a timely and compliant fashion. Such plans shall include (as a minimum):
        i) Access / egress routes for removal of waste
        ii) Permission and location of skips
        iii) Information related to waste handler
        iv) Timelines for the temporary storage and removal of waste
    b) Traffic Management Plan (in liaison with local authorities as required) –Reference should be made to the entrance & exit points / the demarcated locations of site operative & visitor pedestrian routes / vehicle crossing points / one way or two way traffic flow system (inclusive of temporary road surface as required (*Temporary Works Coordinator required)) / turnaround areas / wheel wash facilities near the exit point of the site (or

alternative road sweeper usage as required) on site / location of any Over Head lines / Exclusion Zones etc.;

c) Material Delivery Plan (i.e. lay down areas, 'just in time' delivery policies, sequential material delivery policies etc.). The PSCS / Contractor must avoid off loading materials on the public thoroughfare at much as possible. If this is not possible, the PSCS / Contractor should liaise with Client Representative / Project Manager and or the Airport Police;

d) Storage Area Plan taking in to account storage requirements such as:
   i) Excavated material storage (spoil material etc);
   ii) Non Conformance areas / contaminated materials storage area (if applicable);
   iii) Flammable storage areas;
   iv) Lay down areas (e.g. temporary storage of materials); and
   v) Fabrication areas (e.g. steel reinforcement, structural steel fabrication areas etc.).

e) Overhead Lifting Plan should highlight the location and radii of lifting plant and equipment e.g. any self erecting cranes or mobile cranes proposed to be used. All overhead lifting operations are to be adequately planned. Consultation should involve at a minimum the; PSCS / Contractor Plant Manager / Site Manager / Crane Coordinator and Banksman. (If there is going to be more than one crane on site, the PSCS / Contractor must appoint a Crane Co-ordinator and/or Supervisor to manage the safe operation of more than one crane and ensuring all safe lifting activities are adhered to);

f) Noise Attenuation Scheme Plan should be incorporated in relation to all aspects of the construction works for any proposed projects and thereafter implemented by the PSCS / Contractor in accordance with agreed details (if required) in order to ensure that noise limits are achieved at all sensitive locations by the PSCS / Contractor. The PSCS / Contractor is to take due cognisance of noise generated by onsite plant & equipment e.g. excavators, dumpers, concrete delivery vehicles, generators by using less noise generating plant & machinery or fitting of dampeners / mufflers etc. Where noise is generated, the PSCS / Contractor has a responsibility to incorporate noise monitoring measures whereby elimination is the preferred option as per requirements set out in The Safety, Health, and Welfare at Work (General Application) Regulations, 2007;

g) Dust Minimisation Plan should be incorporated in relation to the construction phase of implementing the proposed development (i.e. from enabling to handover). The plan should address BS5228: Part 1: 1997, Noise and Vibration Control on Construction and

Open Sites and Best Practical Means / Best Available Technology to minimise air blown dust and particles from being emitted from the site, including:

i) Covering skips and stored topsoil / subsoil;

ii) The washing down of adjacent pavements (as required), haul roads and onsite traffic routes; and

iii) The use of a water spray / bowser at the site entrance to suppress dust.

iv) Use of tools with dust suppression or dust capturing capabilities.

h) An Outline Management Disruption Plan should relate to delivery of services in the Campus wide environment adjacent to the works shall be maintained throughout the Construction Period. The works shall at all times be carried out so as to minimise any disruption to facilities having due regard for the Safety, cleanliness and convenience of the Stakeholder related parties.

i) Signed Temporary Works Certificate (if applicable);

j) Signed Permanent Works Certificate;

k) Marked up General Arrangement plans illustrating the extents of working areas;

l) Up to date marked up existing and proposed underground services plans illustrating the extents of working areas interfacing with live services;

m) Airport Operational Emergency Contingency Plans; and

n) Confined Space Entry Emergency Plans (including Rescue Contingencies / Plans).

5) The PSCS / Contractor shall identify as part of the permission request their Site Supervisor / Person in Charge of Supervising (including Shadow Supervisor as required) the works as part of the permission request form.

3 Additional Information

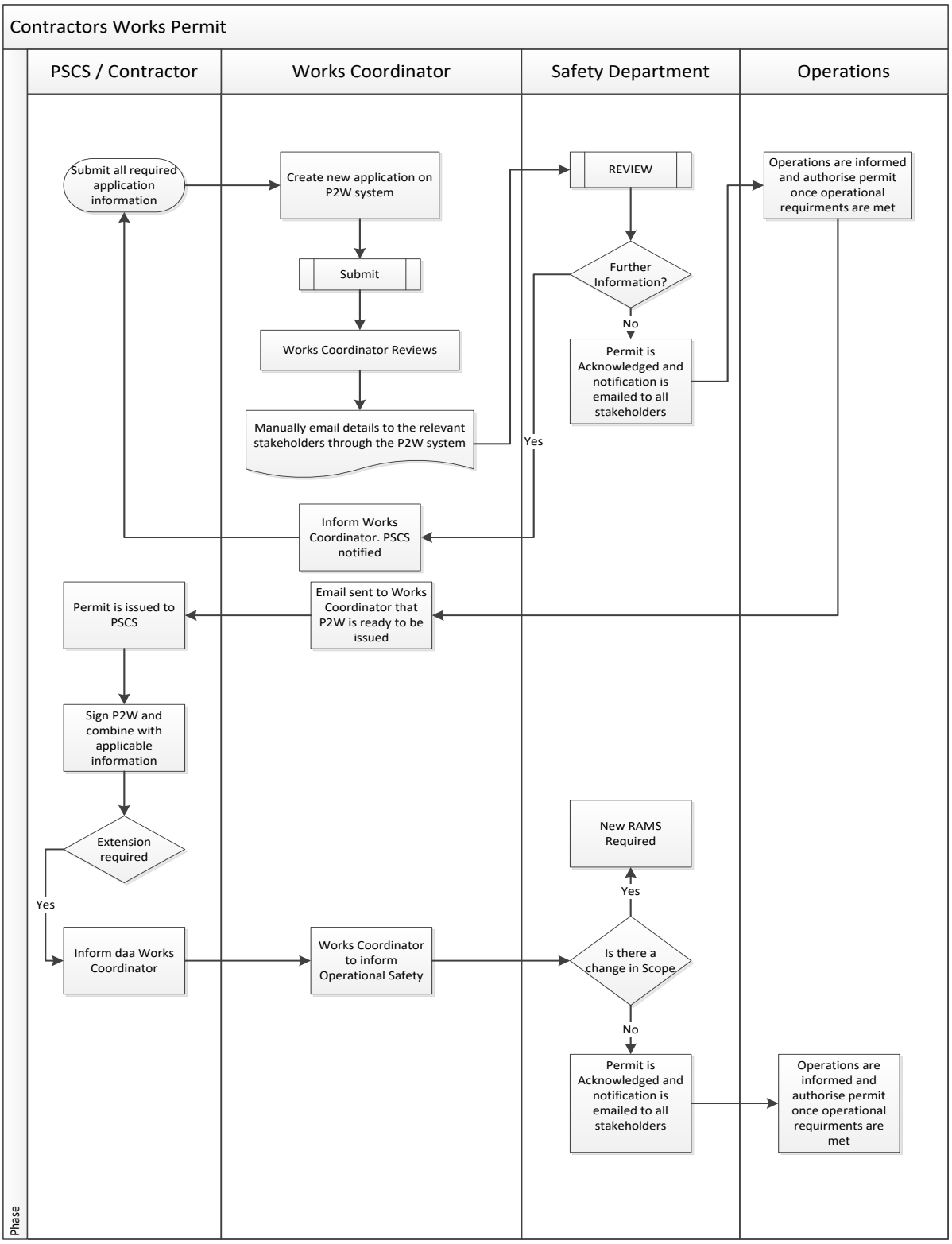
3.1 Training

1) Training on the P2W system will be made available by Operational Safety to the DAA project manager. The DAA project manager is responsible for requesting such training from Operational Safety.

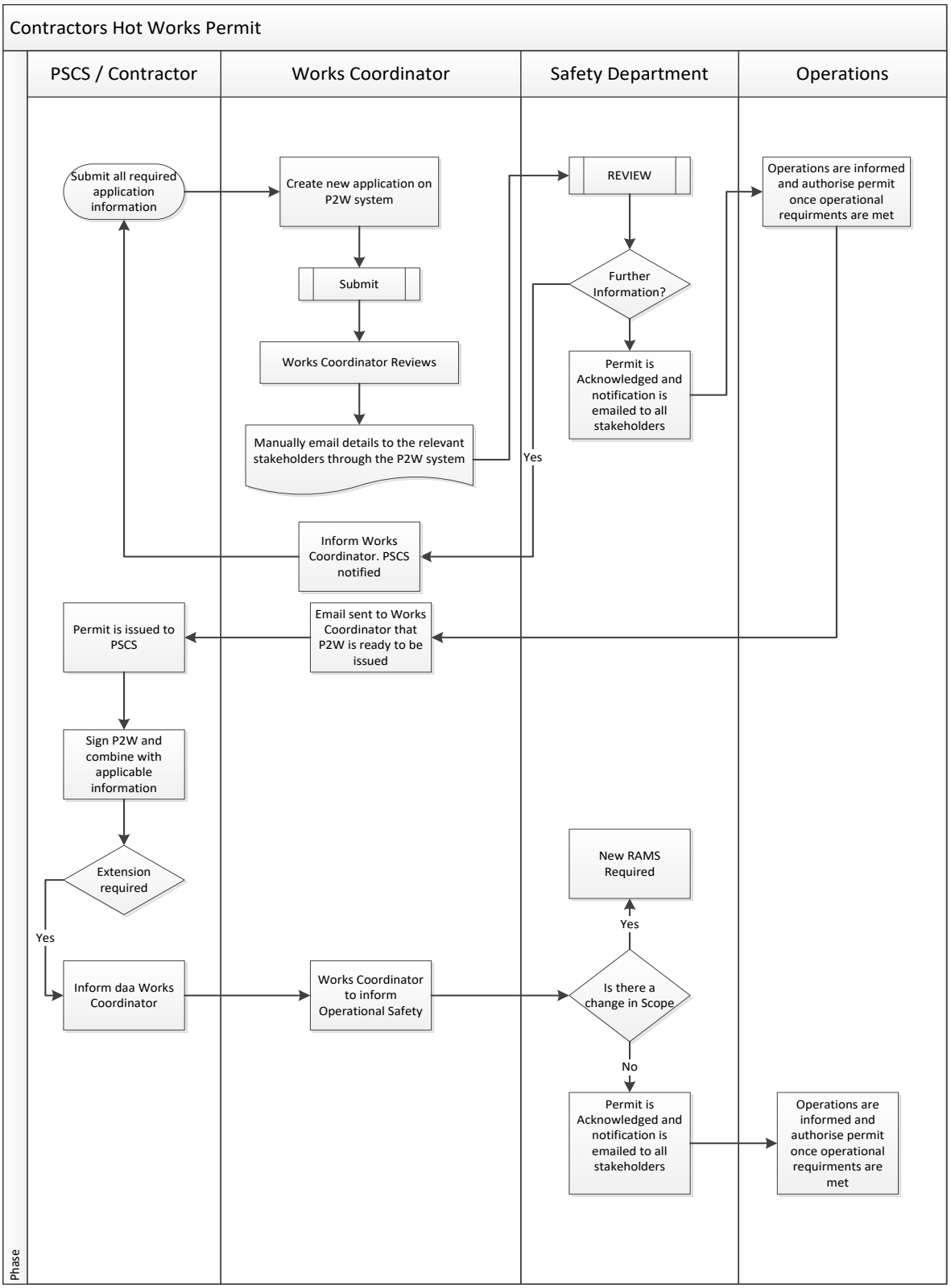
3.2 Emergency Works

1) 'Emergency Works' is defined in the context of the P2W process as 'unforeseen' works that if not immediately resolved or addressed may have the potential to cause personnel injury, and/or property damage.
2) For all emergency works or hazardous activities, the PSCS / Contractor is required to carry out a Local Risk Assessment (LRA) prior to commencement of works e.g. 'Safe System of Work Plan' (SSWP) as prepared and available to purchase from the Health and Safety Authority (H.S.A) / www.hsa.ie
3) The person(s) PSCS / Contractor completing the LRA must be competent to carry out a risk assessment of the works environment, recognise and record both the residual and work task hazards & associated risks, propose suitable controls and record all the necessary risk mitigation measures. It is the responsibility of the PSCS / or Contractor to ensure that all such measures are being observed.
4) On completion of the emergency works, the SSWP shall be forwarded by the PSCS / Contractor to the DAA P^2W Manager for DAA records. A copy should be retained by the PSCS / Contractor for retention in their Construction Stage Safety and Health Plan / Project File.

Appendix 1: Contractor Works Permission Application Process Flowchart



Appendix 2: Hot Works Permission Application Process Flow Chart



Appendix 3 – Life Safety System Permission Application Process

