

**AIRFIELD OPERATIONS
PROCEDURE**



AIRSIDE WORKS

THIRD EDITION _ AUGUST 2013

DISTRIBUTION LIST

| No | Designation | Organisation |
|----|--|------------------------------|
| 1 | Manager – Airfield Operations | Airports of Mauritius |
| 2 | Aerodrome Systems & Implementation Coordinator | Airports of Mauritius |
| 3 | Ground Maintenance Coordinator | Airports of Mauritius |
| 4 | Airside Safety Training Coordinator | Airports of Mauritius |
| 5 | Airfield Operations Office | Airports of Mauritius |
| 6 | Director Safety & Security Services | Airports of Mauritius |
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| 8 | Station Manager | Air Mauritius |
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AMENDMENT SHEET

| The following change is proposed to the Procedures for Airside Works (General Conditions) | | |
|--|-------------|------------------------|
| Section | Page | Proposed Change |
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Name of Person Proposing the Change:

Occupation:

Organisation:

Signature:

Date:

1 INTRODUCTION

- 1.1 These conditions of works is a requirement to any airport organisation which intends to carry out works or engages contractors to do works within the airside (except taxiways and runways)
- 1.2 The organisation or contractor concerned shall ensure that their personnel besides having to comply with the Rules and Regulations governing the airside shall also adhere strictly to the following general conditions of work.

2 GENERAL CONDITIONS

2.1 Seeking approval

The organisation or contractor intending to carry out works airside shall first request for an approval from the Manager Airfield Operations at least two weeks prior to the commencement of work.

The application shall include the following details:-

- (i) Purpose and nature of work;
- (ii) Impact of the proposed work on airside operations (e.g. closure of any airside facilities, restrictions on aircraft or vehicle movements);
- (iii) Duration of work with emphasis on the commencement date, duration and targeted completion date;
- (iv) Name and contact number of Contractor; and
- (v) Schematic drawings of work area where necessary.

AERODROME WORKS SAFETY

The organization or contractor shall;

- (a) Establish procedures and precautions to ensure that any works carried out on the aerodrome do not endanger aircraft operations or prejudice aerodrome security.
- (b) Co-ordinate and take approval from AML before carrying out or allowing any work on the aerodrome.
- (c) Submit a method of work plan accordingly where all safety measures and arrangements are listed.
- (d) Have a distribution list for the work plans.
- (e) Make arrangements for communicating with air traffic control during the progress of the work.
- (f) Ensure that construction sites near the paved areas are conspicuously marked and lighted with a yellow flashing beacon.
- (h) Check that the level of safety is maintained under construction activities on the airport.
- (i) Check that stockpiled materials and construction materials are properly stored to keep them from being moved by wind, jet blast or propeller wash.
- (j) Ensure that heavy construction equipment such as bulldozers and cranes, are marked and lighted and parked clear of the safety areas.
- (k) Check that debris and foreign objects are continuously being picked up around the construction site.

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- (l) Ensure that stockpiles and equipment are not left in the safety area.

 - (m) Ensure that all vehicles having access to construction sites near the paved areas shall have two-way communication facilities and fitted with a flashing beacon.

 - (n) Designate a Works Safety Officer responsible for ensuring that all safety measures are met.

 - (o) Maintain a list of contact details of persons and organizations responsible for planning and carrying out the works.

 - (r) Should not keep or park their construction equipment in the proximity of the navigational aids.

 - (s) Ensure that airside/security/buffer/landside areas are clearly demarcated for the construction/extension of any building. Provisions for necessary security measures and access procedures shall be clearly defined as required per the respective area.

2.2 Signage

2.2.1 The project title of works shall be displayed on the hoarding of work sites. In the absence of hoarding, a signboard shall be used and placed at a strategic location. The name of Contractor's company and associated works title shall also be displayed on all site offices and at designated access points other than the normal entry/exit points.

2.2.2 Standard signage for roadways is at Appendix A.

2.3 Before and after work duration

- 2.3.1 After approval is granted, the Contractors should obtain clearance from Airfield Operations prior to commencement of work. The Contractor shall inform the same division on completion of the work. This exercise of seeking clearance and informing the Airfield Operations shall be made on a daily basis after each work session.
- 2.3.2 All works should be executed within the approved duration daily. Contractors would not be allowed to continue work beyond the approved duration unless further approval is sought from the Operations Department.

2.4 Airfield Driving Permit

- 2.4.1 All drivers operating in the aircraft movement area shall possess an airfield driving permit and comply with the instruction issued by the authority.

2.5 Airfield Vehicle Permit

- 2.5.1 Vehicles operating in the aircraft movement area shall possess an airfield vehicle permit and comply with the requirements of the Airports of Mauritius Co. Ltd.
- 2.5.2 Vehicles shall be adequately insured to operate within the airside.
- 2.5.3 Works vehicle shall be parked within the designated parking areas in the vicinity of the work site.

2.6 Personnel

- 2.6.1 Contracted staff must obtain entry permits relevant to the areas of work issued by the authority and should in no way move in unauthorised areas.

2.7 Roadway Closures

2.7.1 Where approved for closure of one traffic lane for either short or long term, the Contractor shall provide road marshallers with GO/STOP signs to regulate vehicular traffic and also, provide appropriate signs and markings to ease traffic flow.

3.0 CONDITIONS OF WORK

3.1 Movement of workers and Equipment

3.1.1 The Airfield Operations Unit shall define the routes or access to the work site. Entrance / Exit shall be via the 'E' Gate unless otherwise specified.

3.2 Obstruction markings

3.2.1 The work area shall be clearly defined by obstruction markers in the day and shall be lit during the hours of darkness.

3.2.2 Blinker lights shall be placed at every two-metre interval on diversion road.

3.2.3 An approved type marker board 3 x 1 x 0.5 metre shall be placed on the aircraft parking stand centreline near the edge of the stand, at safe distance, when the aircraft stands are closed for the approved works.

3.2.4 During hours of darkness, this marker board shall be identified with 2 blinker lights on top at the two extremes.

3.2.5 When works are carried out on the Passenger Boarding Bridge (PBB), the Contractor is to display in addition to the marker cones, the following signage:-

- (i) Appropriate signs on the PLB control panels to indicate the closure of the PBB; and
- (ii) Obstruction tapes to cordon off both the service and emergency stairs to the PBB.

3.2.6 Sketches of the Obstruction Markings are at Appendix B.

3.3 Safety and Cleanliness

- 3.3.1 All safety and security requirements as laid down by AML shall be complied with all throughout the duration of the works.
- 3.3.2 All precautions shall be taken by the Contractor to prevent any spillage or dropping of materials in transit, on the movement areas. Any spillage or dropping of materials must be immediately removed.
- 3.3.3 Debris from the movement area shall be disposed of in the proper manner after completion of works.
- 3.3.4 All tools and equipment when not in use shall be removed from the work area and securely locked up.
- 3.3.5 The Contractor shall ensure the persons employed do not bring in and consume food and drinks in the movement areas.
- 3.3.6 The Contractor shall ensure that all temporary markings and street lighting are in working condition as required.
- 3.3.7 The Contractor shall ensure that no welding activities are carried within 50 metres of a parked aircraft. Special arrangements shall be made with the Director Safety and Security Services and Rescue and Fire Fighting Services to this effect.

3.4 Security

- 3.4.1 The Contractor shall ensure that no work is carried out or structures built adjacent to the security fencing gates, which may jeopardise the security of the airport, without prior permission from the Director Safety and Security Services.

3.5 Facility Disruption

- 3.5.1 The Contractor shall as far as possible, do not interfere with electrical installations and other equipment attached to facilities and shall liaise with the appropriate authorities before commencing work.
- 3.5.2 It shall be the responsibility of the Contractor to devise ways and means to provide alternatives whenever there is facility disruption due to negligence from the part of the Contractor or any person in his/her employment.
- 3.5.3 Depending on the areas of work, damage to any service/facility that may affect the operational status of the airport or safety of aircraft shall be reported immediately to Airfield Operations.
- 3.5.4 In the event that electrical power supply to essential function of apron tarmac operations could be abruptly interrupted, contingency shall be arranged prior to commencement of work.
- 3.5.5 The Contractor shall be responsible to bring to normal operations, on his own expense, for any damage caused by a staff in his/her employment.

3.6 Lifting Machine/Crane

- 3.6.1 The Contractor shall seek approval from the Airfield Operations division whenever works require the use of lifting machine and/or crane.
- 3.6.2 Lifting machines/cranes etc. shall be operated by persons trained and competent to operate that machine.

3.7 Additional Conditions

- 3.7.1 The Contractor shall comply with any direction or verbal instruction given by the Airfield Operations staff. During work in progress, the Airfield Operations may call the Contractor to

stop work where necessary. The Contractor shall stop the work immediately upon advice from Airfield Operations.

- 3.7.2 The Contractor shall ensure that stray animals e.g. cats, dogs, etc., which compromise safe aircraft operations, do not enter through the work site gates into the airfield.

Appendix A

SIGNAGE

* Proper signage must be placed at appropriate locations to guide and warn all drivers and other airport users of the work.



TRAFFIC SIGNAL
AHEAD SIGN



ROAD NARROW
AHEAD SIGN



LANE CLOSURE
AHEAD SIGN



STOP SIGN



BEND SIGN



DANGER SIGN



KEEP LEFT SIGN



SHARP DEVIATION
PLATES



NO ENTRY SIGN



NO SMOKING

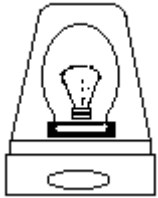


NO WAITING

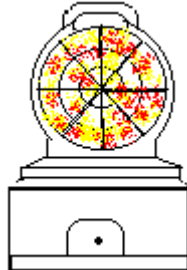
Appendix B

OBSTRUCTION MARKINGS

* The work area shall be clearly defined by obstruction markers in the day and shall be lighted during the hours of darkness or low visibility conditions.



OSCILLATING LIGHT



BLINKER LIGHT



TRAFFIC CONE



MARKER BOARD



TO BE PLACED ON CONTROL PANEL



OBSTRUCTION TAPE

Note: Notwithstanding the above, the Agency or its Contractor/s should use other obstruction markings and security barriers contained in the agreed methodology.