

Glasgow Airport Control of Contractors Registration Procedures

1.0 INTRODUCTION

This information notice describes the procedure for all Companies who intend to use the services of a Contractor to engage in any work activity on Glasgow Airport Ltd. premises.

It applies to all internal Airport Companies including Glasgow Airport Ltd. Departments, Airlines, Tenants, Retailers, Concessionaires and all other Occupiers.

It also applies to all external Companies and Business Partners.

Therefore, all Contractors employed to carry out works on the Airport premises must be in possession of a valid Contractor ID Pass issued by Glasgow Airport Ltd. Engineering Department.

2.0 PURPOSE

The Health and Safety at Work etc. Act 1974 requires persons in control of premises to ensure, as far as reasonably practicable, the premises are safe and without risks to health.

Consequently, the reason for this notice is to ensure that Glasgow Airport Ltd. meets the requirements of regulation 11 of the Management of Health & Safety at Work Regulations 1999 for as "persons in control of certain premises", Glasgow Airport Ltd. needs to know about work being carried out which may have an impact on persons unconcerned with the work.

Our primary aim is to protect the health, safety and welfare of employees and to safeguard others, principally the public, who may be exposed to risks from any Contractor work activity.

In order to do this, we will only allow safe Contractors onto our airport who have the necessary skills and knowledge to carry out their work to the required high standards, without risks to health and safety and who also can demonstrate their competency through training and development.

3.0 INITIAL CONTRACTOR REGISTRATION PROCEDURE

Airport Companies who require work to be carried out at the Airport should inform their Contractors of the requirement to submit their Health and Safety Policy, which must include Method Statements and Risk Assessments together with Insurance documentation for all the work they are likely to be doing during the course of their contract with you.

This information must also be submitted to Glasgow Airport Ltd. Engineering Department for review and final approval before any work is allowed to proceed.

Please send these to:-

derek.haldane@glasgowairport.com and scott.steel@glasgowairport.com

Alternatively you can fax them to 0141 848 4946.

With the exception of emergency or urgent works, this must be done at least three working days in advance of any work commencement.

For further information on our procedures and the forms required please visit the web page below.

<http://www.glasgowairport.com/about-us/doing-business-with-us/control-of-contractors>

4.0 SUBSEQUENT CONTRACTOR REGISTRATION PROCEDURE

Prior to any Contractor reporting for registration, their Supervising Officer or Airport Company Contact must advise the Control of Contractors Office in advance.

Failure to do so will result in delays both for the Contractor and for the Airport Company.

Method Statements and Risk Assessments **specific** for the work being undertaken must be submitted to the Control of Contractors Office at least 3 working days before the expected start date of the work for Glasgow Airport Ltd. Engineering Department approval.

Following submission of your own method statements and risk assessments, it may in most cases be necessary to indicate specifically what work is being done.

This can be achieved if the [Contractor Task Assessment Form](#) is used in support of your paperwork application.

5.0 CONTRACTOR SAFETY BRIEFINGS

Following this work approval and prior to the commencement of any work, Contractors will be invited to attend the Control of Contractors Office for registration and a safety induction briefing.

The briefing consists of a short audio visual presentation followed by a question and answer session. This presentation also communicates important information such as the permit to work systems in operation at the Airport and also Glasgow Airport's fire and evacuation procedures.

If this is the Contractor's first time working at Glasgow Airport, a health and safety awareness and induction test is required to be completed. This will ensure the Contractor has demonstrated their competency to an acceptable level in the type of work that they will be doing at the Airport.

Only after registration, completion of the safety induction briefing and a satisfactory completion of the induction test will Contractors be issued with a valid Contractor ID Pass.

Contractor safety induction briefings will be repeated on or shortly before the expiry date of the holder's Contractor ID Pass. If a Contractor's induction date has expired then they cannot be re-issued with another pass until their safety induction briefing has been done again.

Contractor registration can be anytime between 0800 and 1600 Monday to Friday at the Control of Contractors Office located off Campsie Drive / Arran Avenue, PA3 2SG. Please see the [Control of Contractors Office Location Map](#) for directions to here. Contractors can also register outwith these times but only through our pre-notification process.

Any Contractor safety induction briefings and the issue or re-issue of any Contractor ID Passes are required to be pre-booked in advance and will be carried out commencing at the following times:-

0830 0930 1030 1130 1430 (Monday to Friday only)

Any requests outside these times will only be by special arrangement or in an emergency or business critical situation.

To book a Contractor Safety Induction Briefing or Contractor ID Pass appointment date and time, please contact the Control of Contractors Office on 0141 848 4295 or 0141 848 4866 during normal business hours to discuss your requirements.

Alternatively, please e-mail derek.haldane@glasgowairport.com and scott.steel@glasgowairport.com a completed [Application for Contractor ID Pass](#).

6.0 CONTRACTOR ID PASS

The Contractor ID Pass will show:-

- The ID Pass holder's full name
- The ID Pass holder's photographic image
- Their current occupation
- The name of their Company or Organisation
- The location of their Airport worksite or work areas
- Their Airport contact name and their contact number
- The tools permitted to be carried by the ID Pass holder
- The Contractor ID Pass category type
- The expiry date of the ID Pass
- The ID Pass issue number
- The signature of the ID Pass holder
- The signature of the Authorising Officer
- A system generated unique barcode (used to record times on & off site)

7.0 SAMPLE CONTRACTOR ID PASS IMAGE



8.0 PROOF OF ID & COMPETENCY

The applicant must also produce proof of identity before the Contractor ID Pass will be issued i.e. driving licence, passport or any official document containing the applicant's signature and photographic image.

Applicants will also be required to provide evidence of their training or competency for the type of work they will be doing, for example CSCS, PASMA, FGAS, JIB, Gas Safe Register cards etc.

The Contractor ID Pass must be worn and be clearly visible on an outer garment at all times. Anyone found working without a valid Contractor ID Pass will be instructed to stop work and the Contractor and the Airport Company may be subject to further action by Glasgow Airport Ltd.

The Contractor ID Pass is **NOT** a Permit to Work for which special procedures apply and separate permits and authorisations may be required. For further advice on permits to work please contact the Control of Contractors Office.

The Contractor ID Pass is not a security pass and access to restricted areas must be arranged through Glasgow Airport Security ID Centre. Please speak to your Airport Company Contact if this is the case or if you require further information then enter the following url into your internet browser to bring up the Glasgow Airport Ltd. ID Centre application forms and template letters.

<http://www.glasgowairport.com/about-us/doing-business-with-us/id-centre>

Contractors who are holders of a permanent Security ID Card are still required to possess a Contractor ID Pass.

9.0 CONTRACTOR NORMAL HOURS SIGNING IN & OUT PROCEDURES

All Contractors are required to sign in and scan their Contractor ID Pass at the Control of Contractors Office before commencing their work at the Airport.

This must be done daily except by prior arrangement with the Control of Contractors Office and the work required is within a designated worksite area and is cordoned off both to members of the public and employees of Airport Companies other than the Company employing the Contractor.

Contractor signing in can be done anytime between 0800 and 1600 Monday to Friday at the Control of Contractors Office.

Contractors are also required to sign out and scan their Contractor ID Pass when their work is finished for the day.

Alternative signing in and out procedures exist for all full time Term Contractors based at Glasgow Airport and includes Capital Projects Contractors who, with the agreement of the Control of Contractors, can record their own signing in details.

Projects Contractors must provide evidence of the existence of these records on demand for audit purposes.

10.0 CONTRACTOR OUT OF HOURS SIGNING IN & OUT PROCEDURES

The Control of Contractors Office normal opening hours are between 0800 and 1600 Monday to Friday. Any work outwith these hours, at weekends and on public holidays, would be regarded as out of hours work.

If any Contractor plans or expects to be working out of hours, for example on a planned maintenance visit, then contact must be made by prior arrangement with the Control of Contractors Office.

The [Out of Hours Work Notification Form](#) can be used to provide information but must be submitted before 1530hrs on the day of the planned works or if working at weekends no later than 1530hrs on the Friday.

Contractors will be required to sign in on the log book then scan in using your Contractor ID Pass before contacting the Airport Duty Engineer on 07768 723894 to announce your arrival.

Do not proceed until you have spoken to the Airport Duty Engineer.

When you have finished your work, return here to sign out and scan out then contact the Airport Duty Engineer again to state that you are now leaving the airport premises.

For any Contractor responding to any emergency, service visit or breakdown call, then the Airport Company Contact placing that call is required to inform the Airport Duty Engineer on telephone 0141 848 4528 or mobile 07768 723894 to advise them accordingly.

There will be no exceptions to these procedures.