

# Control of Contractor Process & Procedures

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Function: Engineering Manager

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## Amendments and Distribution

### 1.1 Amendments

Issue No	Issue Date	Comments / Changes
1	July 2024	New Issue from previous versions into SOP format. New procedures added due to change in business.
2	July 2024	Added HOE and updated errors.
3	February 2024	Format changed to new format, full review with minor word changes. Update Notification Periods to include all permits.
4	August 2023	Change of ownership and minor changes.

### 1.2 Distribution

Controlled Master  
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- Airport Management System\Sec 08  
Documentation & Record management

### 2.3 Replacement

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Once issued, as a minimum this document shall be reviewed on a three-yearly basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right-hand margin.

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

This procedure applies to all GLA Departments, Tenants, Concessionaires and all other occupiers of GLA 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 GLA).

To monitor contractor works being undertaken at the airport.

To minimise the risks associated with contractor works.

## 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
- GLA 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.

The Work Requester 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.

The Work Requester is also responsible for ensuring that GLA 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: 3 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 GLA 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. ( Application through Safe Permit )
- Contractors must receive site specific Control of Contractors safety inductions and be issued with an GLA contractor pass.

### **Safe System of Work**

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.

All Safe System of Work documentation must be submitted at least three working days in advance of the work taking place.

### **Insurance**

All Contractors must provide Public Liability insurance as per current Managing Directors Notice (MDN). 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 GLA Site Induction on the safety requirements and procedures for working at the airport.
- Induction must be renewed annually or if instructed by GLA.

### **Registration**

- During office hours all Contractor Pass holders must register on site at the ID Centre office. This ensures GLA has a record of contractors working on the Airport premises.

### **Out of Hours**

- The Contractors Registration Unit normal opening hours are between 08:00hrs and 16:00hrs Monday to Friday. Out-with these hours, at weekends and on public holidays, Contractors must complete an Out of Hours form and submit it to the CRU before coming to site. when on site contractors must inform the Airport Duty Engineer of their presence by calling 07768 723894 and await his instructions.
- Please note that pre-notification is required for all after-hours work, failure to do so will result in refusal on to site.
- If the Airport Duty Engineer is not available on his mobile, hang up and try again. Please remain in the area until the Airport Duty Engineer is available to process you.
- UNDER NO CIRCUMSTANCES should you commence work before speaking to the Airport Duty Engineer. Please await & follow his instructions.
- Risk Assessments and Method Statements MUST be made available for inspection for the type of work you are doing, and PPE MUST be always worn on site.

### **GLA Passes**

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

### **Authorisation to Work – (ATW)**

- Once mandatory documents have been reviewed GLA may issue an ATW.
- An ATW is required for all work on any GLA premises.
- Any contractor carrying out works without an ATW will be stopped immediately.
- An ATW is only valid for the time and date and specific works stated on it.

## Emergency Access

- All emergency access must include an application for an ATW
- The Work Requester must email GLA to advise on the emergency works to [controlofcontractors@glasgowairport.com](mailto:controlofcontractors@glasgowairport.com)

## Permit to Works

Various permits are issued at Glasgow 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
- Hydrants
- Fire Alarm Isolations
- High Voltage
- Airside Works Permit
- Crane Permit

Details on obtaining these permits can be found in the Safe Permit system.

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

All permits must be returned – signed/completed electronically.

## 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 GLA to demonstrate compliance with the agreed safe system of work and all other GLA procedures.

## General Information

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## Contact Details

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