

## Glasgow Airport Control of Contractors Process

### 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 through the Safe permit portal for review and final approval before any work is allowed to proceed.

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

### 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. A work authorisation with Method Statements and Risk Assessments **specific** for the work being undertaken must be submitted Through **One look Safe Permit**, (the Control of Contractors work authorisation and permit system) at least 3 working days before the expected start date of the work for Glasgow Airport Ltd. Engineering Department approval.

Following submission of your work authorisation / method statements and risk assessments, it may in some cases be necessary to indicate any other permit that may be required ie Hotwork, Fire Alarm Isolation, Service Clearance etc.

This can be achieved through the work authorisation drop down menu is Safe Permit

### 5.0 CONTRACTOR SAFETY BRIEFINGS (AIRPORT INDUCTION)

Contractors safety briefing (Airport Induction) must be completed online before coming to site. To receive the link an email must be sent to [scott.steel@glasgowairport.com](mailto:scott.steel@glasgowairport.com) . On reply a Safe Permit Requirement form will be sent to be completed & returned. They will then receive an email from Safe Permit with a link to do induction. Once the induction have been completed there is a set of 20 questions relating to Induction, Only after completion of the safety induction

briefing and a satisfactory completion of the induction test will Contractors be issued with a valid Contractor ID Pass.


The Induction also communicates important information such as the permit to work systems in operation at the Airport and Glasgow Airport's fire and evacuation procedures.

Contractor safety induction briefings (Airport Induction) that due to expire will receive an automated reminder from Safe permit to login and do induction and get contractors pass updated. 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.

Contractors Login /out can be done anytime at the Control of Contractors Office or at the designated Contractors Kiosk in the Main Terminal building. Contractors Pass can be picked up by prior arrangement at the Control of Contractors Office located off Campsie Drive / Arran Avenue, PA3 2SG.

On request there is a [Control of Contractors Office Location Map](#) for directions to Office. Contractors can also register out with these times but only through our pre-notification process.

Contractor safety inductions are no longer carried out at the Control of Contractors Office, these must be completed online before coming to site for any works. Contractors turning up without Induction will be refused enter to Airport for works




**Information required for online contractors portal**

Control of Contractors Glasgow Airport now use an online system for inductions and booking works in **OneLook**. **We no longer do induction on site.** For all contractors who are coming to site I need their email address, a valid and job title. I will **reply back** to them from **OneLook / Safepermit**. They will get the email back with next steps to complete the online induction and complete the set of questions to move on and get a new contractors pass issued. For the ones that are booking jobs (permit creator) all I need is an email address, so I can give you access to the system to complete a work authorisation request and or permits.

The 3-days notification period still applies.

(Please return form in Word format)

<b>Company details</b>
Company Name:
Company address:
Main contact:
Company phone No:
Company email:
Web site:
Glasgow Airport Sponsor:
or
Concessionaires sponsor:
<b>Details for company permit creator</b>
Name:
Email:
Job title:
Phone No:
<b>Employees details for each individual employee</b>
Name:
Email:
Job title:
Phone No:
Selfie (head & shoulders photo):  (.jpg Only)

This form must be completed and returned including a head and shoulders photo for the front of the pass in jpeg format. Each person named on the form that has supplied a valid unique email address will be sent a OneLook link to undergo the induction briefing. 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.

To register a contractor for an online induction please contact [scott.steel@glasgowairport.com](mailto:scott.steel@glasgowairport.com)

## 6.0 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. <https://www.glasgowairport.com/log-in-the-id-centre/>

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

### **7.0 CONTRACTOR NORMAL HOURS SIGNING IN & OUT PROCEDURES**

All Contractors are required to sign in with the unique code given to them with their Contractor ID Pass either at the Control of Contractors Office or the Contractors Kiosk in the Terminal Building 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.

Contractors are also required to sign out with the unique code given with their Contractor ID Pass when their work is finished for the day.

### **8.0 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 out with 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 logbook then login in using the code given with their 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 logout again using code, 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.

### **11.0 Further Information**

Further information regarding this Directive should be referred to Scott Steel, Control of Contractors Manager on 0141 848 4866

### **12.0 Validity**

This ODD is valid until 31 Nov 2025.

Ronald Leitch

Operations Director