

<p>Document No: AAL-MS-FORM—005-A Issued: June 2018 Approved: <i>Operations Supervisor</i> Owner/Author: <i>Facilities Manager</i></p>	<p>Method Of Work</p>	
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Overview:

This Method of Work Plan (MOWP) is required whenever the following conditions are met:

- Any works within the defined area of Ardmore Airport known as "Red Zone"
- Any works that entail more than hand tools used by hand within the defined area of Ardmore Airport known as "Yellow Zone"

Regardless of whether a MOWP is completed, a Safety Observer **must** be present at all times during works **and** a NOTAM issued for **all** works undertaken in the operational areas.

Project Name		Internal Job Number	SWO
Work Instruction			
Personnel involved in production of methodology	Chris Clarke Naydene Wismen-Kerr		

Role/Name	Signature
Airport Facilities Manager Chris Clarke	
Project Engineer	
Airport Operations Supervisor Naydene Wismen-Kerr	
Contractor Representative	
Safety Observer	

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1. Scope/Introduction

This methodology covers the setup & dis-establishment of works at Ardmore Airport on the ***** at ** and forms part of the application made to Airport Operations Supervisor for works to be undertaken in an Operational Airside area.

It includes an outline of the safe working limits and emergency safety plans in relation to safe working practices as per Ardmore Airport Authorities Safety Management System and the Civil Aviation Authority Rules.

2. Reference Documents

- Ardmore Airport Authority Permit to work procedure
- Ardmore Airport Authority Personal Protective Clothing & Equipment Standard
- Civil Aviation Authority Advisory Circular AC 139-5 (2016)
- Ardmore Airport Authority Noise Management Plan
- Ardmore Airport Authority Emergency Response Plan
- WorkSafe NZ WSNZ_1311_MAR15 Noise Level Fact Sheet

3. Methodology

a. Airside Operational Safety Setup

Worksite Location and Limits	
Primary Separation of aircraft to work crew method	
Secondary Separation of aircraft to work crew method	
Other Methods of separation used	
Airside Safety Officer Name	
Pre Work Briefing location to be undertaken at	Administration Offices - 511 Harvard Lane
Safe Zone location	
Primary Method of communication with work crews	Verbal
Secondary Method of communication with work crews	Air horn
Worksite Call Sign	
Unicom Radio Channel Number	118.100
Tower Emergency Contact	09 296 4512

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NOTAM Reference	
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Safe working diagram and separation limits to be included here as a visual

Each Airside Safety Officer will hold the following equipment:

- 1 Air Horn for use in emergency communication to workers
- 1 Working, fully charged Radio
- 1 Working, fully charged mobile phone
- 1 First Aid Kit
- 1 Kg Fire Extinguisher
- 1 General Purpose spill kit
- 1 Vehicle Mounted Pit flag
- Access to standard operating documentation as per AAL and CAA requirements

a. Are there any disruptions to normal Standard Operating Procedures for aircraft?

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

b. Are planned routes for rescue and firefighting to active aerodrome areas affected?

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

c. What is the process if the construction scope changes and aircraft safety movements are affected

<p>Cease related works affected and advise the Operations Supervisor. Changes to agreed plans to be recorded and be approved in relevant JHA/SWIMS/JSA/TRA documents.</p> <p>Works not to proceed unless authorised by signature by Operations Supervisor or General Manager Unicom.</p>

d. Initiation , currency and cancellation of NOTAM

Date NOTAM to be issued	
Date NOTAM to take effect from	
Time NOTAM to take effect from	
Time NOTAM to Expire	

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Date NOTAM to Expire	
Daily Schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No

e. Are there any Suspensions or restrictions of aircraft activity on aerodrome movement areas

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

f. Are there any changes to Runway end and threshold displacements

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

g. Is Temporary lighting on runway ends/thresholds required?

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

h. Are there any changes to runway/taxiway markings

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

i. Are Installation and maintenance of temporary lighting and markings for closed or diverted aircraft routes on the aerodrome movement areas required?

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

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j. Are revised vehicular control procedures, including additional equipment and personnel required?

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

k. Marking and lighting of construction equipment outline

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l. Parking of construction equipment

*****Insert Map****

m. Storage of construction material when not in use

*****Insert Map****

n. Designation of responsible representatives for all involved parties and their availability

Name	Role	Contact #	Availability Times
Chris Clarke	Facilities Manager	021 783958	M-F – 0700 – 2100
Naydene Wismen-kerr	Operations Supervisor	021 02220654	

o. Location for construction personnel vehicle parking, and transportation to and from the work site

*****Insert Map****

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p. Will Marking and lighting of construction areas and temporary obstructions be required?

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

q. Location of construction offices

***Insert Map**

r. Location of contractor plant

***Insert Map**

s. Designation of waste areas

***Insert Map**

t. How will waste be removed and disposed of

u. Debris cleaning up responsibilities and schedule

v. How will construction personnel and equipment be identified

w. Location of haulage roads

***Insert Map**

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x. Will Airside Security control be affected?

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

y. Will gates and/or fences need to be relocated?

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

z. What is the anticipated maximum dbA noise to be created during works?

DbA	Example	Choose	
50	Light Traffic		No action required
60	Conversational Speech		Class 5 Hearing Protection Required 48hrs notice to airport stakeholders Not permitted between 20:00hrs and 07:00hrs
100	Handheld drill/Crane moving		
115	Emergency vehicle siren/Jackhammer/Bulldozer		Class 5 Hearing Protection Required 48hrs notification to all neighbours Not permitted between 20:00hrs and 07:00hrs
135	Air raid siren/Earth Moving Equipment		
150	Fighter jet launch		

aa. Are the use of explosives involved?

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

bb. How will Dust, smoke, steam and vapour be managed?

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cc. Location and protection of utility services

*****Insert Map****

Outline Management plan below

dd. How will temporary services or immediate repairs to utilities in the event of disruption occur?

ee. Are the works in the vicinity of power and control lines for electronic and visual aids to aircraft navigation

<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

ff. If working on water supplies, has notification been made to rescue and firefighting services?

<input type="checkbox"/> Yes Outline how when and how notification was made	
<input type="checkbox"/> No Outline reason why	
<input type="checkbox"/> Non Applicable	

gg. Are traffic directors, aircraft marshals, required to assure clearance in construction areas?

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<input type="checkbox"/> Yes - Outline how these will be managed below	<input type="checkbox"/> No

4. Works Methodology

The contractors work methodology **must** contain a **detailed** step by step outline of the scope of works, including how close to the runway centre line persons/plant will be, which taxiway you will be working near or on, how long the work will take in hours/days – will the entire work activity be split into compartments – how many hours will each compartment take

5. Programme of works and Access Window

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Guidance Note:

Dependent upon the type of work and how close it comes to the runway will depend on when you can physically undertake your works so as to not to impact on Ardmore Airports Ability to maintain flight operations.

Ardmore Airport can assist in advising on access to taxiways, aprons and operational areas and advise on different options as well as provide up to date information on flights. However access is wholly at the discretion of AAL.

Day	Date	Protection in place by	Works Start at	Works Finish at	Protection dis-established at
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

6. Occupational Work Safety

This methodology is to be read in conjunction with the overall Health and Safety Management Plan.

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Operational Safety Officers liability and responsibility remains with allowing safe access to the worksite and controlling aircraft movements only. **Instructions from the Air Safety Observer must be followed at all times.**

The works contractor (PIC) is responsible for ensuring that the physical works are done in accordance with project specification and any job plans, risk assessments for the works crew in accordance with the contractors own safety management systems and any instructions given by Ardmore Airport Authority.

All worksite safety incidents **must** be verbally communicated to Ardmore Airport Authority within 1 hour of the occurrence, followed by written documentation within 24 hours.

The contact is:

- Chris Clarke - 021 783 958
- Chrisclarke@ardmoreairport.co.nz

All staff **must** sign onto the Ardmore Airport daily Pre work brief and the physical works job plan (JHA/SWIMS/TRA) as well as their organisations safety management system **before** starting work

All staff **must** adhere to Ardmore Airports PPE Standard **and** Mandatory Lifesaving Rules as well as there organisations safety management system.

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7. Emergency Response Plan

In the event of an emergency occurring the safety observer will contact Unicom Tower Control by use of:

- Digital radio on Channel 118.100
- Cell phone to: 09 296 4512

The safety observer will request all works to cease immediately and all persons and plant to move to the pre-determined safe zone as identified in the pre work brief and remain in this area until advised by the safety officer.

The safety observer is to ensure and maintain airside safety at all times and assign first aiders as needed. Where possible the site is to be secured for post incident investigations to occur.

In the unlikely event of an incident occurring the following initial hierarchy will be in place:

- Safety Observer
- Management Ardmore Airport
- Emergency Services

Should incident managers of the emergency services arrive prior to Ardmore management, they will automatically assume full responsibility of the site and all staff must follow directions given by the incident controller regardless of which company the work for.

Key Contacts:

Tower Emergency – 09 296 4512

Allan Bostock – 0274 188 083 or 09 296 4513

Naydene Wiseman-Kerr 021 0222 0654

Chris Clarke – 021 783 958

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Contractors Job Plan and Risk Assessment to Be Attached