Requirements for Working at the Airport

2026



CHRISTCHURCH AIRPORT

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This document is updated regularly by Christchurch International Airport Ltd (CIAL) to reflect on going changes to our working environment. This document is sometimes referred to in CIAL collateral documents as the "Requirements for Contractors" document. Please refer to our website to download the latest version.
www.christchurchairport.co.nz/contractorsandsuppliers

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Table of Contents

1 Purpose 1
2 Information Contacts 2
3 General 3
4 Cial Terminology 4
5 Relationship Between Contractor and CIAL 5
6 Conditions of Contract 6
7 Insurance Requirements 7
8 Responsibilities 8
9 Drug and Alcohol Requirements 9
10 Confidentiality 10
11 Health and Safety 11
11.1 Prequalification 11
11.2 Site Specific Safety Plan 11
11.3 Online Induction Training 11
11.4 Critical Risk Task Permits (Activities that require a Permit) 12
11.4.1 Working at Height 12
11.4.2 Hot Work 12
11.4.3 Crane Use 12
11.4.4 Ground Disturbance 12
11.4.5 Demolition 13
11.4.6 Confined Space Entry 13
11.5 Permit Applications 13
11.5.1 Permit Details and Permit Processes 13
11.6 Health and Safety in Public Areas 14
11.7 Personal Protective Clothing/Equipment 14
12 Other Activities Requiring Approval 15
12.1 Authority to Work on Existing Services 15
12.2 Authority to Work on Fire Systems 15
12.3 Crane Height Authority 15
12.4 Services Information Request 15
12.5 Traffic Management 15
13 Terminal Specific Requirements 16
13.1 Authority to Work in the Terminal Building 16
13.2 Noise Disruption 16

Table of Contents (Cont.)

14 Signs and Barricades 17
15 Site Behaviour 18
15.1 Harassment 18
16 Security Awareness 19
16.1 Security Requirements 19
16.2 Contractors Working on an Airside Construction Site at Christchurch Airport 19
16.3 CAA Requirement – Onsite Security awareness Checklist 20
17 Personal and CIAL Plant and Property 21
18 Vehicles, Access and Parking 22
18.1 CIAL Contractors 22
18.2 Non-CIAL Contractors 22
18.3 Deliveries 22
18.4 Traffic Management 22
19 Airport Specific Hazards 23
19.1 Foreign Object Debris (FOD) 23
19.2 Asbestos 23
19.3 Wildlife Control 23
19.4 Soil or Ground Contamination 23
20 Work on the Airfield 24
20.1 Access to Airfield 24
20.2 Work Site 24
20.3 Contractor Vehicle 24
20.4 Cellphones 24
21 Emergencies (including fire) 25
22 Workmanship and Materials 26
23 Emergency Shutdowns 27
24 Security Systems 28
25 Environmental Management 29
25.1 General 29
25.2 Stormwater Protection 29
25.3 Refuelling of Vehicles 29
25.4 Spill containment and Clean Up 29
26 Job Requests 31
27 Job Completion 32

Table of Contents (Cont.)

27.1 Cleaning 32
27.2 As Built Details, Certification 32
28 Maintenance Period 33
29 Appendix 34

1 PURPOSE

This document imposes terms and conditions on those performing work on any land, fences, buildings, building services and equipment owned by CIAL or located on CIAL's land / property ("CIAL Property").

It is a requirement of CIAL that this document is adhered to by:

a) All contractors, consultants and sub-contractors of CIAL; and

b) CIAL's tenants and their tenants, together with all of their contractors, consultants and sub-contractors

in respect of work performed on CIAL Property (for the purposes of this document "Contractors").

In addition, Tenants are required to comply with requirements set out in the "Additional Requirements for Tenants" (refer Appendix) and notify CIAL of certain work as per the "Notification of Works" form (refer Appendix).

2 INFORMATION CONTACTS

CIAL Facilities Management Representatives:

The Manager, Terminal and Campus Assets can be contacted by:
- Cell: 027 445 0371
- Email: richard.simpson@cial.co.nz

The Facilities Manager, Property and Utilities can be contacted by:
- Cell: 027 286 5224
- Email: Johnathon.Bowman@cial.co.nz

The Facilities Manager, Terminal can be contacted by:
- Cell: 027 232 2960
- Email: stuart.jacques@cial.co.nz

The Facilities Manager, Airfield can be contacted by:
- Phone: 03 353 7737
- Cell: 021 226 0157
- Email: todd.lester@cial.co.nz

The Facilities Manager, Roads, Carparking and buildings can be contacted by:
- Phone: 03 378 2335
- Cell: 021 226 0126
- Email: steve.scott@cial.co.nz

The Health, Safety & Wellbeing Team can be contacted by:
- Phone: 03 364 5727
- Email: safety&health@cial.co.nz

3 GENERAL

This document applies to every Contractor who carries out work on CIAL Property. **A signed acknowledgment of the requirements of this document including agreement to be bound by the terms and conditions contained in this document must be returned to CIAL prior to commencement of any work (refer Appendix).**

No work may commence without the appropriate consent from relevant authorities,

E.g. Building Consent and Permits if applicable.

If the Contractor believes that CIAL or any person employed by CIAL or contracted to CIAL have been involved in any serious wrongdoing and wishes to report this, this should be directed in the first instance to the CIAL Manager, Terminal and Campus Assets who can advise on the process.

4 CIAL TERMINOLOGY

- **AIC** – Airport Identity Card issued by Aviation Security Service (AvSec) and required to be displayed when airside
- **Airside/Sterile Areas** – The area encompassed by the perimeter fence and terminal building wall facing the runway. Sterile areas are sections of Christchurch International Airport (the "Airport") that are controlled by AvSec for departing passengers beyond the Security Screening Points, as well as all areas within the perimeter fence line, including Apron manoeuvring areas, Taxiways, & Runways (Refer Site Drawings).
- **Restricted Areas** – International Arrivals Hall (NZ Customs controlled) and all other areas where the general public do not have access.
- **Landside Areas** – These are areas which the general public can normally access subject to the rights of CIAL and CIAL's tenants and other parties who may have exclusive rights to such areas.

5 RELATIONSHIP BETWEEN CONTRACTOR AND CIAL

The Contractor is and must remain at all times an independent Contractor and is not the servant, employee, agent or partner of CIAL.

The Contractor does not have the authority to pledge credit or incur obligations or liability on behalf of CIAL.

The Contractor will not hold itself out as being a servant, employee, agent or partner of CIAL and will not represent to anyone that it has any power or authority to incur any obligation or liability of any nature on behalf of CIAL.

6 CONDITIONS OF CONTRACT

Unless otherwise specified in the form of contract, or if there is no written contract between the Contractor and CIAL, or as between the Contractor and CIAL's contractor or tenant or CIAL's tenant's tenant (as the case may be), the default terms and conditions (of any contract between Contractor and that other party, i.e. CIAL, CIAL's contractor etc.) are:

a) the general terms and conditions set out in NZS3910:2003 unless they are specifically excluded;

b) any CIAL precedent special terms and conditions (including any amendments to the general conditions set out in NZS3910:2003); and

c) the terms in this document.

Where the terms of NZS3910:2003 are inconsistent with the terms of any other contract for the performance of the works in question the terms of the relevant contract must prevail.

Where the terms of the relevant contract or NZS3910:2003 are inconsistent with the terms of this document, the terms of this document must prevail.

7 INSURANCE REQUIREMENTS

Contractors working on any CIAL Property will ensure they have the following insurance:

- Public Liability insurance for an amount not less than $20 million for airside works and $10 million for landside works; and
- Motor vehicle third party liability insurance for an amount not less than $5 million; and
- Contract works insurance where not specifically contracted by CIAL.

Note: Confirmation of specific insurances required will be agreed between CIAL and the Contractor prior to commencement of work and may vary depending on the location and nature of the work being undertaken by the Contractor.

8 RESPONSIBILITIES

Contractors are responsible for their employees, subcontractors, agents and other contractors involved in the work being undertaken. It is the responsibility of the Contractor to ensure that all such people have read and understood this document and comply with its provisions. The Contractor is responsible for the consequences of a failure by any of its employees, subcontractors and agents to observe these terms and conditions.

Should a Contractor be engaged by CIAL to work on a CIAL Property leased to a third party, then the Contractor will adhere to any tenant requirements in respect of the Contractor's presence on their business premises.

9 DRUG AND ALCOHOL REQUIREMENTS

CIAL requires Contractors working on CIAL Property to either abide by CIAL's Drug and Alcohol Policy (the "Policy") or have in place and enforce their own Drug and Alcohol Policy which is in CIAL's opinion no less rigorous than the Policy. It is the responsibility of the Contractor to ensure all staff are familiar with and comply with the relevant policy and that it procures all necessary consents from its employees and contractors to submit to testing in accordance with the terms of the Policy.

Contractors should note that the Policy is amended as follows in relation to any person while driving Airside at the Airport:

- A Positive Blood Alcohol Test while driving airside at the Airport means any level of alcohol per 100ml of blood.
- A Positive Breath Alcohol Test while driving airside at the Airport means any level of alcohol per litre of breath.

If using the Contractor's own Drug and Alcohol policy, the document must be submitted to the CIAL Manager Health & Safety for approval.

All costs associated with enforcement of the Policy will be the responsibility of the Contractor and failure to comply with CIAL's Drug and Alcohol Policy Requirements for Contractors may result in withdrawal of pre-qualified status.

10 CONFIDENTIALITY

All information relating to CIAL or the works which could reasonably be expected to be treated as confidential ("Confidential Information") acquired by the Contractor must be treated as confidential by the Contractor and must not be disclosed in whole or part by that party to any third person other than an employee, subcontractor or agent to the extent necessary for performance of the work, without the prior written consent of the CIAL's Manager, Terminal and Campus Assets.

11 HEALTH AND SAFETY

The Contractor specifically acknowledges CIAL's objective to promote excellent health and safety management and comply with the requirements of the Health and Safety at Work Act 2015 ("HSWA") and the associated Regulations, Codes of Practice, NZ Standards and Worksafe NZ Guidelines as they may be revoked, replaced and/or amended from time to time.

The Contractor specifically acknowledges the statutory obligation imposed upon it under the HSWA to ensure at all times that while it is on or about any CIAL Property, it takes all reasonably practicable steps to ensure that no act or omission of the Contractor is a breach of duty or obligations of the Contractor or CIAL under the HSWA and no harm is caused to any person on or about that property.

11.1 PREQUALIFICATION

The Contractor will be required by CIAL to complete the Contractor Prequalification Process, which is outlined on the CIAL website https://www.christchurchairport.co.nz/contractorsandsuppliers

11.2 SITE SPECIFIC SAFETY PLAN

Depending on the nature or risk of work a Task Analysis or Site-Specific Safety Plan ("SSSP") is required which shall include:

(i) A description of the Contract
(ii) Roles and Responsibilities of Site Supervisor, employees and sub-contractors (where applicable)
(iii) Hazard and Risk Management processes (evidence of a Register of generic hazards and use of Task Analysis or similar to identify hazards)
(iv) Management of critical risk tasks
(v) Airport Specific Hazards identified, assessed and controls noted
(vi) Safety Inspection frequency
(vii) Details of Staff Training including evidence of competency (where applicable
(viii) Accident/Incident Reporting and investigation including provision for reporting notifiable events to Worksafe NZ
(ix) Personal Protective Equipment requirements for the project
(x) Emergency Procedures (including provision for first aid)
(xi) Contact details
(xii) Worksafe NZ notifications and CIAL Permits
(xiii) Communication including site inductions
(xiv) Management of sub-contractors
(xv) Other information as required, depending on the size and nature of the Contract

The designated CIAL Contract Manager may (depending on the size and nature of the contract) call a meeting of representatives of all parties to plan specific health and safety requirements relevant to the contract.

CIAL will monitor health and safety requirements as agreed prior to commencement of contract throughout the period of the contract. This will include informal spot inspections of the worksite, and (for larger contracts) management system audits at agreed timeframes.

11.3 ONLINE INDUCTION TRAINING

Contractors are required to complete the CIAL Contractor Online Induction Training prior to commencement of work.

Contact details for registering for the online CIAL Campus Training Programme:

Email: campus.training@cial.co.nz

11.4 CRITICAL RISK TASK PERMITS (ACTIVITIES THAT REQUIRE A PERMIT)

11.4.1 WORKING AT HEIGHT

The purpose of the Working at Height Permit is to identify and control the hazards associated with height work to prevent harm to someone when working at height.

All work at height exceeding 1.8 metres (measured from the lowest point of the worker's body) (excluding work less than 5 metres when working from a scaffold erected by a competent person, or from a scissor lift, or boom lift, or a permanent ladder, where the fall protection is permanently engineered into the plant/equipment) is required to be issued with a Working at Height permit prior to work commencing. Note: all regulatory requirements must be met in the use of a scaffold, scissor lift, boom lift, and permanent ladder.

11.4.2 HOT WORK

The purpose of a Hot Work Permit is to ensure that the necessary controls are in place to prevent the possibility of a fire or explosion which may result in harm to persons or property.

A Hot Work Permit is required for any work that involves a source or potential source of ignition. The term "hot work" covers gas cutting and welding and any operation that uses naked flames or produces sparks. It also includes the use of non-intrinsically safe or flameproof equipment in potential flammable atmospheres.

11.4.3 CRANE USE

The purpose of the Crane Use Permit is to ensure the necessary controls are in place to safely complete crane lifts and limit the possibility of an accident occurring during the use of a crane.

A Crane Use Permit is required before commencing any lift work involving cranes that meets the following definition of a critical lift:

A critical lift is any lift that involves the following:

- Personnel lifts
- Tandem lifts (more than one crane working together simultaneously)
- Load suspended above a potentially occupied areas (buildings) including outside a ring-fenced site

In addition, a Crane Height Authority is required for any crane, hiab, concrete pump or similar elevating apparatus operating within 4km of the airport and the work is going to be elevated above the height of adjacent buildings or lighting poles.

11.4.4 GROUND DISTURBANCE

The purpose of the CIAL Ground Disturbance Permit is to identify concealed hazards and the necessary controls to allow safe excavation to commence.

All ground disturbances & excavations that are greater than or equal to 150 millimetres deep require a Ground Disturbance Permit.

Prior to any ground disturbance or excavation taking place, the Contractor must ensure they have completed a Services Information Request (see section 12.4) and have taken reasonable steps to positively identify and verify the location of underground services. This includes, but is not limited to, reviewing available service drawings, as built records, engaging a suitable qualified service locator, and undertaking non-intrusive verification methods where appropriate. Where intrusive verification methods such as potholing or vacuum excavation are required to confirm service locations, these activities must be undertaken in accordance with the applicable permit and control requirements.

11.4.5 DEMOLITION

The purpose of the CIAL Demolition Permit is to have the necessary controls in place to allow safe demolition to commence.
Prior to any demolition taking place and following completion of a Services Information Request, the Contractor must ensure that the position of all services including power cables, telephone lines, computer cables, water, gas and drainage systems are firmly established. CIAL will provide underground services drawings but cannot ensure the accuracy of these. It is therefore the responsibility of the Contractor to confirm the placement of underground services prior to commencing work.

11.4.6 CONFINED SPACE ENTRY

The purpose of the CIAL Confined Space Entry Permit is to ensure the necessary controls are in place to limit the possibility of harmful exposures and to enable effective emergency response.

All persons entering a confined space must be trained and competent. As a minimum, NZQA Unit Standard 17599 (Plan a Confined Space Entry) must be held by the person(s). Under no circumstances is a person permitted to enter a confined space without the presence of a stand by person and an appropriate means of communication. Appropriate emergency response equipment is to be readily available during the entry and a rescue plan provided.

Air quality must be checked prior to commencing work and monitored and documented on a continuous basis using a calibrated gas monitor.

Under no circumstances is another person permitted to enter a confined space where a person has collapsed. Emergency Services, the Tenant (where applicable) and the CIAL Facilities Manager are to be alerted immediately.

11.5 PERMIT APPLICATIONS

The Permit Recipient (i.e. Contractor) shall notify CIAL or the designated Project Manager prior to the intended work start time/date. Timeframes for applications:

Working at Height	2 working days
Crane use	2 working days
Hot Work permit	2 working days
Confined Space Entry	2 working days
Ground Disturbance	2 working days
Demolition	2 working days

Under exceptional circumstances the Permit Issuer can approve permits outside of the above timeframes.

11.5.1 PERMIT DETAILS AND PERMIT PROCESSES

The following details must be documented on all Permits

- Description of work and location
- Company name contact details
- Commencement and finish time/date
- CIAL signed "Authority to Work" (where applicable)
- Tenant permission signature (where applicable)
- Permit sign-on – Permit Issuer and Permit Recipient (prior to commencement of work)
- All conditions of the permit form must be met at all times
- Permit must be signed off as completed (Notification of the sign off from the recipient can be via telephone, email, text, drop box or face to face) before leaving site.
- Forward completed permit forms to permits@cial.co.nz

The designated Permit Issuer has the express right to refuse to issue a Permit if they feel that the circumstances may compromise the safety of plant, people or the environment.

NOTE: RING FENCED SITES

Contractors working within a ring-fenced project site are required to demonstrate that they have the necessary health and safety management systems in place to manage their own high-risk activities **excluding any Hot Work in the Terminal or Apron area.** The system is approved by CIAL via the Site-Specific Safety Plan review process.

11.6 HEALTH AND SAFETY IN PUBLIC AREAS

The following must be adhered to when works are being undertaken in public areas as consideration for public safety is paramount.

- CIAL may inspect the site prior to work commencing to ensure methods to protect public safety are adequate.
- During the construction, any barriers/cones erected to ensure public safety must not be moved or removed without CIAL approval.
- When work is complete CIAL may inspect the site to ensure the highest level of public safety is maintained.
- **Heavy equipment and tools are not permitted on CIAL escalators (e.g. ladders).** Please use the lifts or stairs to access your work area.

11.7 PERSONAL PROTECTIVE CLOTHING/EQUIPMENT

Personal Protective Equipment (PPE) is mandatory in some areas:

- Airside – high visibility clothing and hearing protection
- Specialised tasks
- CIAL Construction Sites

PPE requirements include the wearing of a NZ Standards approved high-visibility vest, steel-capped footwear (physical labour tasks), hard hat (construction sites, working around heavy equipment etc.), hearing protection (when applicable) and other PPE as required for the task.

12 OTHER ACTIVITIES REQUIRING APPROVAL

There are a number of activities that whilst not requiring a permit from a Health and Safety perspective does require CIAL approval prior to commencement. These forms can be found in Appendix 7 and include:

12.1 AUTHORITY TO WORK ON EXISTING SERVICES

An Authority to Work on Existing Services is required where any service (water, electricity etc.) needs to be isolated, where a piece of plant or machinery needs to be shut down, or where the work being carried out could generate a BMS alarm.

Note that there are two Authority to Work on Existing Services forms, one specific to the Terminal Building and a separate form for other buildings around the Airport Campus.

12.2 AUTHORITY TO WORK ON FIRE SYSTEMS

An Authority to Work on Fire Systems is required for any work that involves isolation or modification on any fire protection system.

Note that there are two Fire Authority forms, one specific to the Terminal Building and a separate form for other buildings around the Airport Campus.

12.3 CRANE HEIGHT AUTHORITY

Where there is any crane, hiab, concrete pump or similar elevating apparatus work is going to be elevated above the height of adjacent buildings or lighting poles, the Contractor must apply to CIAL, or to the tenant (if applicable) for a Crane Height Authority.

12.4 SERVICES INFORMATION REQUEST

Before any ground disturbance, excavation or demolition work takes place, the Contractor must ensure that the position of all underground services including power cables, telephone lines, computer cables, water, gas and drainage systems is firmly established. CIAL will provide underground services drawings upon request from the contractor by completing the Services Information Request form. CIAL cannot ensure the accuracy of those drawings. It is the responsibility of the Contractor to positively identify and verify the location of all underground services before commencing any ground disturbance activities.

All ATW forms should be emailed to permits@cial.co.nz and allow 2 working days processing time.

12.5 TRAFFIC MANAGEMENT

Any Contractor requiring access to perform work or for delivery purposes that impacts the flow of vehicles or pedestrians from their normal routes must supply a Traffic Management Plan to ensure the health and safety of these users is protected. Refer to the site plans contained within this document for details of the CIAL campus.

Email to permits@cial.co.nz

13 TERMINAL SPECIFIC REQUIREMENTS

13.1 AUTHORITY TO WORK IN THE TERMINAL BUILDING

An Authority to work in the Terminal Building is required for any additions and alterations including installation of tenant fit outs and upgrades.

It is recommended that this form is submitted well in advance of any planned work to ensure there is no delay due to further information being required.

Email to permits@cial.co.nz

In addition, any Tenant initiated additions and alterations will be subject to the requirements, restrictions and approvals contained in the relevant lease or occupancy agreement.

13.2 NOISE DISRUPTION

Any task likely to generate significant noise will need to be approved in advance by Terminal Services and may need to be carried out outside of Terminal operational hours.

CIAL reserve the right to terminate any activity which due to noise or other disruption effects the normal operations of the Terminal.

14 SIGNS AND BARRICADES

Contractors must adhere to all on-site signage.

Contractors must erect appropriate warning signs where hazards exist as a result of Contractor's activity.

Where it is necessary to exclude unauthorised persons from an area, barriers or barricades must be erected by the Contractor with the clear intention of excluding unauthorised persons from that activity site.

15 SITE BEHAVIOUR

- Inconvenience to Airport visitors and employees and CIAL's tenants and their employees and customers in the execution of the work must be avoided to the maximum extent possible by the Contractor.
- Confidentiality and privacy must be respected at all times.
- Smoking is only permitted in designated areas outside buildings. Note: smoking airside is strictly prohibited in airside operational areas, around fuel farms and dangerous goods compounds.
- Entry and Exit from CIAL Property is from the nearest available access way from where Contractors are carrying out their work. Contractors must not wander through the Airport and will only have access to the areas designated by CIAL.
- Contractors must not touch or cause unauthorised interference with any equipment, machinery and controls.
- Contractors must be dressed in a neat and tidy manner and care should be taken to remain clean for the duration of the contract (where possible).
- Contractors must not use radios, stereos or the likes while working on site.
- Photographs may only be taken with the prior consent of CIAL.
- Contractors must keep the work-site clean and tidy at all times.
- Except prescribed by a registered medical practitioner, drugs are not permitted on CIAL Property.
- Intoxicating liquor is not permitted on CIAL Property.
- Contractors must have in place procedures to act upon and respond to incidents where employees report to work whilst under the influence of drugs or alcohol.

The Contractor must disclose to the Manager, Terminal, and Campus Assets details of all criminal convictions of any employee, subcontractor, agent or consultant who it is intended will attend at CIAL Property. Such disclosure will initially be made in the Contractor Acknowledgement of Terms, but further disclosure must be made as and when any conviction is entered by the courts, immediately the Contractor becomes aware of the conviction. CIAL's Manager, Terminal and Campus Assets reserves the right to refuse access to CIAL Property for those individuals with criminal convictions.

15.1 HARASSMENT

CIAL regards any form of harassment as unacceptable and requires the Contractor to be aware of and comply with CIAL's policy on harassment as outlined below:

a) Behaviours that can be categorised as harassment under the Human Rights Act 1993 is unlawful and will not be tolerated on CIAL Property.

b) "Cat calls", "wolf whistles", displays of offensive pictures and posters, graffiti or written messages and insulting, objectionable or derogatory comments or gestures must not be directed at or visible to CIAL employees, visitors or any other persons on CIAL Property.

c) The Contractor will co-operate fully and promptly in investigating a formal complaint of harassment from CIAL and will provide a report to CIAL Manager, Terminal and Campus Assets within three days of request by CIAL.

d) The Contractor will have no claim and CIAL will have no liability for any loss or expense or extension of time as a result of possible action arising from complaints of harassment during the course of the contract and maintenance period.

16 SECURITY AWARENESS

16.1 SECURITY REQUIREMENTS

Contractors working on airside will be issued with an Airport Identity Card (AIC). This will not be issued to any Contractor until they have completed the online CIAL Campus Training Programme, outlining the safety and security requirements for working at an International Airport.

Contractors working in the Terminal Building Airside/Restricted i.e. Customs, AvSec controlled areas, must ensure they have approval from the Customs Supervisor or Senior Officer to enter and be escorted. This is to be carried out by CIAL staff. For Customs controlled areas see the Duty Chief Customs Officer. For AvSec controlled areas see the Senior Officer at the Screening Point

No Contractor must bring onto CIAL Property firearms or ammunition, dangerous or offensive weapons, or instruments, or any explosive substance or devices or any injurious substance of any kind without permission from CIAL.

No Contractor must leave open or insecure or otherwise disable any door, gate or other barriers that provide controlled access to Airport Security Areas (Airside/Sterile/Restricted).

The Contractor must not use anything that will allow unauthorised access to airport security or operational areas or that is capable of facilitating the evasion of the control measures for restricted entry to the airport security areas.

Contractors must not deposit, park, or leave anything adjacent to or on any fence, barrier, or other things used to prevent/control unauthorised access to any security area or operational area that is capable of facilitating the evasion of control measures. A distance of 2 metres clearance must be maintained from any part of the security fence line Landside, and a 1.5 metre clearance must be maintained from any part of the security fence line Airside.

Contractors must wear clothing with their company ID and/or company logo displayed unless specifically exempted by CIAL Manager, Terminal, and Campus Assets.

Access keys and cards are issued as appropriate on request, at no cost. If lost or not returned either a minimum charge of $30 per item or the cost of replacing the relevant lock(s) will be levied at the discretion of the CIAL Manager, Terminal, and Campus Assets.

CIAL reserves the right to inspect Contractor vehicles entering or leaving the site and to verify the safety status of each vehicle.

Contractors must not leave tools and/or equipment unattended on CIAL Property.

Contractors must not bring animals, members of their family or friends onto CIAL Property.

When entering a CIAL Site to commence work, Contractors must request from the point of contact or Receptionist any specific operational and/or safety information.

16.2 CONTRACTORS WORKING ON AN AIRSIDE CONSTRUCTION SITE AT CHRISTCHURCH AIRPORT

Contractors are to keep track of all tools and not to place in public or other contractor accessible places.

Contractors are only to bring tools that are needed for the work required and leave with all tools intact.

Contractors are to stay within the security perimeter of the airside construction site.

Contractors are not permitted to drive on airside unless escorted by an authorised contractor escort.

Contractors can only travel from the airside construction site when escorted by the main contractor and/or airport official who holds a valid Civil Aviation Identity Card (Red or Yellow).

Contractors are to report any suspicious activity to the main Contractor or an Airport official ASAP.

Any rubbish (i.e. FOD - foreign object debris) must be placed in bins. Contractors to keep and leave the site clean.

When on site all contractors must read and sign the Security requirements for working on an airside construction site at Christchurch International Airport (Refer Appendix).

16.3 CAA REQUIREMENT – ONSITE SECURITY AWARENESS CHECKLIST

When on site all contractors must read and sign the 'Security requirements for working on an airside construction site at Christchurch International Airport'. (Refer Appendix).

The responsibility for the distribution of the checklist will be that of the Site Manager. The Site manager will ensure all contractors onsite read and sign the checklist before starting work.

Random audits will be completed by CAA and CIAL to ensure requirements are met.

17 PERSONAL AND CIAL PLANT AND PROPERTY

When CIAL property and/or plant is issued to a Contractor, the Contractor must sign for the equipment and sign when returned to the issuer.

CIAL does not accept any responsibility for personal property brought on to CIAL Property.

18 VEHICLES, ACCESS AND PARKING

Contractor vehicles will be restricted to vehicles that are required to carry out site duties and to transport Contractors and materials to and from CIAL Property. CIAL's roads and environs are not to be used for parking Contractor vehicles under any circumstances, this includes Drop Off/Pick Up Zones, Piazza and another type of parking space supplied for the use of another class of vehicle i.e. Taxi Ranks. Access to Contractor parking is permitted only via permanent access cards by completing the Application for Access for Contractor Parking which is available from CIAL's Airport Services Administration Office unless the Contractor requires access for a one-off occasion in which case access can be granted via the intercom. Any Contractor vehicles illegally parked or unauthorised to park will be ticketed and/or removed at the owners' expense and risk.

1) All vehicles must be road legal and fully insured.
2) No vehicles will carry passengers for which seating is not provided.
3) Where a permit has been issued, it must be displayed in plain view on the dashboard of the vehicle. Unmarked company vehicles must also have displayed contact details of the driver.

18.1 CIAL CONTRACTORS

When working on/in the Terminal Building on a short-term basis Contractors must ensure that their vehicles are parked in the designated areas shown on the Contractor's Vehicle Parking Map (appended to this document).

18.2 NON-CIAL CONTRACTORS

Contractors not directly engaged by CIAL working on/in the Terminal Building are not guaranteed parking however, where possible CIAL will endeavour to provide parking for the term of the contract, should CIAL decide there is no parking available the Contractor will need to arrange with the Tenant alternative parking arrangements or Parking and/or access cards are provided at the Contractors/Tenants cost.

18.3 DELIVERIES

Contractors may use the distribution areas in the Domestic Regional Hub and Ground Transport Hub for deliveries at any time subject to space availability. The conditions of use in these areas are governed by any regulatory signage in place for that area; Contractors must depart the area once deliveries have been made unless they have applied for a permit to remain longer. Access for deliveries can be made with a permanent access card or via the intercom on each access area.

18.4 TRAFFIC MANAGEMENT

Any Contractor requiring access to perform work or for delivery purposes that impacts the flow of vehicles or pedestrians from their normal routes must supply a Traffic Management Plan to ensure the health and safety of these users is protected.

Refer to the site plans contained within this document for details of the CIAL campus.

19 AIRPORT SPECIFIC HAZARDS

19.1 FOREIGN OBJECT DEBRIS (FOD)

Extensive damage to aircraft engines occurs as a result of foreign objects on the airfield. Foreign objects are loose items on the airfield such as paper, plastic, stones, drink cans, nuts, bolts etc. All loose items, including rubbish, no matter how small must be cleaned up immediately and removed from CIAL Property in the case of rubbish and kept secure in all other cases. Where rubbish is transported from one place to another it must be secured and/or covered.

This issue is exacerbated because Christchurch Airport experiences extreme weather conditions and high winds, which can move foreign objects from Landside Areas to Airside Areas.

Contractors must be absolutely meticulous about ensuring that loose items are carefully stowed during and at the completion of works, whether they are working in Landside Areas or Airside Areas.

19.2 ASBESTOS

CIAL has an Asbestos Management Plan which is available to any interested parties. This plan outlines how CIAL manages the risk of asbestos including the maintenance of an Asbestos Register and the labelling of asbestos containing material in our buildings. Our Asbestos Management Plan complies with the Worksafe Approved Code of Practice for the Management and Removal of Asbestos. If you have any questions regarding Asbestos contact the relevant Facilities Manager.

19.3 WILDLIFE CONTROL

Wildlife and Aircraft do not mix. All Contractors working on the CIAL campus must ensure they effectively dispose of rubbish to reduce the risk of attracting wildlife.

19.4 SOIL OR GROUND CONTAMINATION

Prior to undertaking any excavation activities at CIAL, the Contractor shall seek advice from CIAL relating to what Site Management Procedure applies to area of works. No work may begin without sighting the relevant procedure.

If during the works, the contractor encounters potentially contaminated soil please refer to the accidental discovery protocol in the site management plan.

The Contractor shall advise CIAL's Supervisor of any suspected contamination that is encountered immediately. Indications of possible contamination include but are not limited to the following:

- Rusted barrels and containers
- Refuse
- Bones
- Stained or discoloured soils in contrast with the adjacent soil
- Fill material containing debris
- Oil sheen on groundwater or oil residues

20 WORK ON THE AIRFIELD

20.1 ACCESS TO AIRFIELD

The Contractor must enter the airfield through the gate specified by CIAL.

If the Contractor is given an access card for entry to the airfield, it will be the Contractors responsibility to ensure they are not "tailgated" onto the airfield. If this should occur the driver should immediately report to either a CIAL Supervisor or to an Aviation Security Officer. The driver will only use routes approved by a CIAL Supervisor.

20.2 WORK SITE

Once on the airfield, no workers or vehicles will move outside the area marked by cones or marker boards, or outside the area agreed with the CIAL Supervisor. This is particularly important when working up to the hold point on a taxiway, as the runway may be operational.

20.3 CONTRACTOR VEHICLE

Contractor vehicles must have clear company identification on the outside of the vehicle.

20.4 CELLPHONES

CAA requires all equipment NOT intrinsically safe to be at least 3 metres from refueling equipment and aircraft vents.

Keep all phones, PDA's and vehicles outside the 3 metre hazard zone around refueling equipment, hydrant connections and wing vents on both sides of the aircraft.

21 EMERGENCIES (INCLUDING FIRE)

CAA requires all equipment NOT intrinsically safe to be at least 3 metres from refueling equipment and aircraft vents.

Keep all phones, PDA's and vehicles outside the 3 metre hazard zone around refueling equipment, hydrant connections and wing vents on both sides of the aircraft.

22 WORKMANSHIP AND MATERIALS

Where not specifically described elsewhere in the relevant contract, all materials must be of the highest quality. All work must be carried out in accordance with the best trade practice and in accordance with the relevant New Zealand Standards and Regulations.

23 EMERGENCY SHUTDOWNS

Contractors may shut services down in an emergency after approval from the Manager, Terminal and Campus Assets or CIAL authorised person unless there is the likelihood of injury or property damage, when the services can be shutdown with immediate notification to the Manager, Terminal and Campus Assets

24 SECURITY SYSTEMS

All security system shutdowns and reinstatements must be carried out by CIAL's Service provider and if applicable these costs must be paid by the Contractor. When a shutdown is required the Service provider must be advised by the Contractor in sufficient time for them to give the Manager, Terminal, and Campus Assets or authorised CIAL person four (4) working days written notice.

25 ENVIRONMENTAL MANAGEMENT

25.1 GENERAL

The Contractor shall comply with the Resource Management Act 1991 ("RMA") and its amendments and comply with other relevant environmental regulations, including all CIAL consent requirements and will not do anything or omit to do anything, or use any materials, substances or processes which will result in a breach of a duty or obligation of the Contractor or CIAL under the RMA.

Contractors working on construction sites will need to be aware that Erosion and Sediment Control plans must be in place and that where a site is on the Listed Land Use a Site Management Plan will apply.

25.2 STORMWATER PROTECTION

CIAL has resource consents from Environment Canterbury which permit the discharge of storm water at the Airport. These consents only allow clean storm water to enter storm water drains.

Contractors must take best practice steps to prevent any contaminated run-off resulting from their activities from entering storm water drains.

The following cannot under any circumstances be emptied, hosed or allowed to enter storm water drains:

- Wash-down water from equipment
- Run-off from concrete cutting
- Water blasting run-off from buildings or equipment
- Vehicle wash-down water
- Paint, oils, or any other hazardous substances.

Washing down of plant and equipment is only permitted in dedicated wash down areas that discharge to trade waste.

All personnel engaged by the Contractor including sub- contractors must be made aware of these requirements.

Any contaminated water entering the storm water system is a breach of the CIAL storm water resource consents. Any breach requiring remediation of the storm water system will be at the expense of the Contractor responsible.

25.3 REFUELLING OF VEHICLES

CIAL's stormwater consents only allow refuelling to take place in dedicated areas that drain to storm water interceptors. If refuelling is required on a site without a dedicated facility, the Contractor must seek approval from the CIAL Environment Manager to ensure that appropriate methods are used – such as containment of the area, protection of stormwater drains, provision of spill kits and supervision of personnel carrying out refuelling activities.

25.4 SPILL CONTAINMENT AND CLEAN UP

All Hazardous Substance spills must be reported to CIAL.

The Contractor shall employ best practice methods to ensure that spills and leaks of hazardous substances from equipment do not occur.

If spills and leaks occur then they must be contained, cleaned up in accordance with CIAL's Spill Procedure. Any spill of more than 5 Litres OR any spill that enters a storm water drain must be reported to the Integrated Operations Centre immediately on 0508 778 888

All personnel engaged by the Contractor will be familiar with the correct spill cleanup and reporting procedure.

Appropriately sized spill kits must be held and maintained on site by the Contractor.

CIAL acknowledges that most spills are accidental therefore seeks to assist with the cleanup to protect our environment. Unless a significant cost is incurred, CIAL provides this service at no cost. However, should a spill be ignored or unactioned, CIAL reserve the right to pass on any costs associated with clean up and remediation onto the responsible party. Our actions will be documented and forwarded to Environment Canterbury as required of us in our Resource Consents.

26 JOB REQUESTS

If the Contractor is requested to do work directly by an employee of CIAL or a tenant of CIAL, which is outside of the scope of the original job, they must report the requirement to Manager, Terminal and Campus Assets immediately and not commence the work until authorised to do so by CIAL.

27 JOB COMPLETION

Notification to the contracting party (i.e. CIAL or CIAL's tenant) and to the Manager, Terminal and Campus Assets or authorised CIAL person is required on completion of the works, or part of the job, as soon as possible after completion. Access keys/cards and all visitors and other passes issued must be handed in at the end of each week and/or upon completion of the job.

On termination of any contract between the Contractor and CIAL the Contractor must return to CIAL all information and property belonging to CIAL.

27.1 CLEANING

On completion of work, Contractors are required to clean up and remove from CIAL Property all debris and rubbish associated with the works.

27.2 AS BUILT DETAILS, CERTIFICATION

Where required under the relevant contract, As-built drawings, compliance certificates and documents must be provided to the Manager, Terminal and Campus Assets or authorised CIAL person on job completion. All As-Built documentation must be formatted as per the CIAL Operating, Maintenance & As-Built Documentation, available on request.

28 MAINTENANCE PERIOD

Any new installation must be maintained throughout the prescribed warranty period in accordance with the equipment supplier's recommendations and in accordance with agreed specifications.

The Contractor will attend promptly to any faults that may occur within the maintenance period specified in the relevant contract.

29 APPENDIX

APPENDIX CONTENTS: PERMITS, AUTHORITIES AND SUPPORTING FORMS

Working at height

Hot Work

Crane

Ground Disturbance

Demolition

Confined space

Existing services

Fire Systems

Crane Height Authority

Terminal works

Services Information Request

Traffic Management Plan

Contractor acknowledgements and other forms

Permit Number _____

WORKING AT HEIGHT PERMIT

Site Location					
Date:		**Start time:**		**Finish time:**	
Company Name:			**Phone:**		
			Email:		
Description of Work/Purpose of Work:					
Estimated Height of Work:					
Name of Persons at Height:		**Qualification:**		**Expiry:**	

Type of Work							
Ladder	☐	Roof	☐	Scaffold	☐	Self-Propelled Boom Lift	☐
EWP/MEWP	☐	Vertical Lift	☐	Edge Protection	☐		

Is Authority to Work Required and been submitted?	Yes ☐ No ☐ N/A ☐
Is Worksafe NZ required to be notified and the notification form attached?	Yes ☐ No ☐ N/A ☐
Are other Permits Required and been submitted? **(Hot Work/Close approach to Electricity [isolation])**	Yes ☐ No ☐ N/A ☐
Task Analysis/JSA/SWMS/RCP Received? (Mandatory)	Yes ☐
Tenant notified (CIAL to complete if applicable) **Date Tenant Notified:**	Yes ☐ No ☐ N/A ☐

Permit Issued: Subject to completion of Prestart Requirements (listed below)

Permit Issuer and Permit Receiver both to sign this Permit. It is the responsibility of the Permit Receiver to ensure all precautions are in place pre, during and post work.	
Permit Receiver (name):	**Permit Issuer (name):**
Signature:	Signature:
Date:	Date:

Prestart Requirements (Permit receiver to complete on site)

☐ Pre start toolbox/briefing completed	
☐ TA reviewed and signed	
☐ All equipment checked	
☐ Work area isolated	
☐ Emergency Plan reviewed	
☐ Rescue equipment available	
☐ Spotter appointed (if applicable)	
● Are weather conditions suitable for this type of work?	Yes ☐ No ☐
● Are ground conditions suitable for MEWP?	Yes ☐ No ☐
● Have Overhead Services been identified?	Yes ☐ No ☐

Permit Issuer and Permit Receiver both to sign this Permit. I confirm that the work has been completed in accordance with this permit. Any isolated services have been restored and the work area has been reverted to an operational state.	
Permit Receiver (name):	**Permit Issuer (name):**
Signature:	Signature:
Date:	Date:

	PERMIT GUIDELINES
1.	The Permit Receiver must ensure a copy of the Permit is available and/or displayed at the work site.
2.	The Permit Receiver must ensure the work remains within the limitations set on the Permit (Including physical boundaries, the type of work and validity time). **A Permit that has expired is deemed closed and a new Permit must be applied for.**
3.	The Permit Receiver must ensure that if the circumstances change to the structure of work detailed in the Permit, the TA or SSSP, work must be stopped and no further work to commence until discussed with the Permit Issuer and a new Permit issued if necessary.
4.	The Permit Receiver must ensure at any break in the work, the site and any equipment are left in a safe condition. On the completion or suspension of the work, any equipment (as required) has been removed and the site is left in a safe condition.
5.	The Permit Receiver may request to have this Permit suspended under certain circumstances (e.g. waiting for materials or other services to complete work). A Permit that has not been suspended will be closed on the expiry date and a new Permit must be applied for.
6.	The Permit Receiver will remain responsible for the work site until the formal sign off procedure has been completed. This is to ensure any work on equipment has been completed and/or plant and equipment have been left in a safe condition, any isolations/overrides pertaining to that plant or equipment have been removed, or the status of plant or equipment has been made know to the Permit Issuer.


CHRISTCHURCH
AIRPORT

AUTHORITY TO WORK IN THE TERMINAL BUILDING

Date:	
Main Contractor:	
Customer/Work Area:	

Site Manager:	**Phone number:**
Estimated Start Date:	**Estimated Duration:**

Description of Works (including a list of Sub Contractors):

Supporting documents as applicable: See list on the following page.

Forward this completed form and associated documents to permits@cial.co.nz

☐ Work approved by: _____

Date: _____Click or tap to enter a date.

Authority to Work Checklist

ELEMENT	CHECK-LIST	REQUIRED	DATE
DESIGN	• All design documentation to clearly articulate layout, fixtures, fittings and services to be provided within the space. This may include ➢ Floor Plans; ➢ Schedule of materials and samples if necessary; ➢ Services checklist both within and outside the tenancy; ➢ Building Penetrations; ➢ Interfaces with or changes to CIAL Building Services infrastructure – e.g. HVAC; Electrical; Water; Sewage; Fire; IT ➢ Scope of work & method of construction;		
COMPLIANCE	• Any & all consents or exemptions • Confirmation of compliance for: - ➢ Emergency Lighting ➢ Fire ➢ Environmental ➢ Insurance ➢ Approved H & S Plan ➢ Details of Hoardings ➢ Confirmation of staff induction for work sites ➢ Provision and sign-off of SSSP ➢ Proof of provision of Requirements for Contractors Booklet to contractor • Management of Waste • Task Specific Permits		

ELEMENT	CHECK-LIST	REQUIRED	DATE
SCHEDULING	• Access routes for workers & materials and protection of such • Delivery Time-table • Parking for Contractors and Deliveries & Removals • Traffic management & safety plan for deliveries • Work time table on site to account for operational constraints		
DURING WORKS	• Site Contact/Liaison details 24 x 7 • Details of on-going clean-up strategy for public/common spaces • Safety plan for Public • Material Data Compliance and plans to address specific product issues from a Safety (e.g. fumes, odour, etc.) • Fire System isolation requirements to prevent false activations • Site Security during works • Noise Disruption		

ELEMENT	CHECK-LIST	REQUIRED	DATE
CLOSEOUT	• Relevant Authorities inspections have taken place and certificates issues • Provide As-Built Documentation • Code Compliance certificate • Copies of Producer Statements • All "Make-Good" tasks completed and signed off by CIAL		
OPERATIONAL	• Relevant stakeholders advised of completion • Electricity account set up • Operational requirements in place i.e. cleaning, maintenance program, etc.		

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CIAL Authority No _____

AUTHORITY TO WORK ON EXISTING SERVICES

INSTRUCTIONS

a) This Authority must be lodged 2 working days prior to commencing work (permits@cial.co.nz)
b) 1 copy of this Authority to be held by the Authority Issuer and 1 copy to be held at the worksite by the Authority Recipient together with the Task Analysis/Operations Sequence if applicable.
c) This Authority requires re-issue if the scope of work changes.

1. Location and type of work to be carried out

Company name:	**Phone:**
	Email:
On site contact:	**Phone:**
Start date/time:	**Finish date/time:**
Operations sequence required: Yes ☐ N/A ☐	**Task Analysis viewed/attached ☐**

2. Equipment Isolations (where applicable)

Equipment Description	Lock and Tag No	Applied by	Removed (tick)

3. Special Conditions

4. Authority Sign On: (before starting work)

(The Authority Issuer and Authority Recipient agree to abide by the conditions specified on the Authority)

Authority Recipient (tradespersons' signature)	**Date:**
CIAL Authority issuer (signature):	**Date:**

INTENTIONALLY LEFT BLANK

CIAL Authority No _____

AUTHORITY TO WORK ON TERMINAL BUILDING EXISTING SERVICES

INSTRUCTIONS

a) This Authority must be lodged 2 working days prior to commencing work in the Terminal Building (permits@cial.co.nz).
b) 1 copy of this Authority to be held by the Authority Issuer and 1 copy to be held at the worksite by the Authority Recipient together with the Task Analysis/Operations Sequence if applicable.
c) This Authority requires re-issue if the scope of work changes.

1. Location and type of work to be carried out

Company name:	**Phone:**
	Email:
On site contact:	**Phone:**
Start date/time:	**Finish date/time:**
Operations sequence required: Yes ☐ N/A ☐	**Task Analysis viewed/attached ☐**

2. Equipment Isolations (where applicable)

Equipment Description	Lock and Tag No	Applied by	Removed (tick)

3. Special Conditions

4. Authority Sign On: (before starting work)

(The Authority Issuer and Authority Recipient agree to abide by the conditions specified on the Authority)

Authority Recipient (tradespersons' signature)	**Date:**
CIAL Authority issuer (signature):	**Date:**

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CIAL AUTHORITY NO_____

AUTHORITY TO WORK ON CIAL FIRE SYSTEMS (NON-TERMINAL)

INSTRUCTIONS

a) This Authority must be lodged 2 working days prior to commencing work (permits@cial.co.nz)
b) 1 copy of this Authority to be held by the Authority Issuer and 1 copy to be held at the worksite by the Authority Recipient together with the Task Analysis/Operations Sequence if applicable.
c) This Authority requires re-issue if the scope of work changes.

1. Location and type of work to be carried out.

2. Shutdown Details.

Company Name:	**Phone:**
	Email:
On site contact:	**Phone:**
Start date/time:	**Finish date/time:**
Reinstated daily (circle) Yes No	**Continuous (circle): Yes No**
NB: Are you working on a sprinkler main or other high-pressure equipment? If yes, an operational sequence or methodology is required and must include identification of isolation points. Use a map (link here) to identify isolation points as part of operations sequence if appropriate	
Operations Sequence required: Yes No (If yes, attached)	**PFA No:**
Will the activity create new hazards at the work site? If yes, please provide a Task Analysis or similar	
Task Analysis Attached/Viewed (circle): Yes N/A	

Name of Persons completing isolation:	**Qualification / Experience:**	**Expiry:**

3. Pre-Start Requirements (Authority recipient to carry out on-site prior to starting work)

☐ **Any necessary site inductions**
☐ **Pre-Start briefing**
☐ **Operational sequence or isolation methodology discussed with all parties involved in the works**

4. Authority Sign on: (before starting work)

(The Authority Issuer and the Authority recipient agree to abide by the conditions specified on the Authority)

Authority Recipient (Tradespersons' signature):	**Date:**
CIAL Authority Issuer (signature)	**Date:**

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CIAL AUTHORITY NO_____

AUTHORITY TO WORK ON THE CIAL TERMINAL BUILDING FIRE SYSTEMS

INSTRUCTIONS

a) This Authority must be lodged 2 working days prior to commencing work (permits@cial.co.nz)
b) 1 copy of this Authority to be held by the Authority Issuer and 1 copy to be held at the worksite by the Authority Recipient together with the Task Analysis/Operations Sequence if applicable.
c) This Authority requires re-issue if the scope of work changes.

1. Location and type of work to be carried out.

2. Shutdown Details.

Company Name:	**Phone:**
	Email:
On site contact:	**Phone:**
Start date/time:	**Finish date/time:**
Reinstated daily (circle) Yes No	**Continuous (circle): Yes No**
Operations Sequence required: Yes No (If yes, attached)	**PFA No:**
Task Analysis Attached/Viewed:	

3. Authority Sign on: (before starting work)

(The Authority Issuer and the Authority Recipient agree to abide by the conditions specified on the Authority)

Authority Recipient (Tradespersons' signature):	**Date:**
CIAL Authority Issuer (signature)	**Date:**

CIAL AUTHORITY NO_____

OPERATIONS SEQUENCE

Corresponding Authority No _____(CIAL use only)

INSTRUCTIONS:

a) When requested by CIAL, this Operations Sequence is to be completed and emailed to permits@cial.co.nz together with the relevant Authority.

1. Purpose of Operation:

2. Shut down Operations Sequence:

Compiled by:		**Checked by:**	
Seq#	**Action**	**Time**	**Actioned By**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

3. Operation Complete:

I certify that the sequence described above has been completed.	
Tradesperson (Name and signature):	**Date:**
CIAL Permit Issuer (Signature):	**Date:**

<u>For CIAL use only:</u> On completion of work

This Operations Sequence to be attached to Appropriate Authority and filed together.

CIAL AUTHORITY NO_____

SERVICE PROVIDER SYSTEMS SHUT DOWN/TESTING NOTIFICATION

To : CIAL IOC	**Email: IOC.Operator@cial.co.nz**
To : ADT Monitoring	**Email: adt.firemon.nz@tycoint.com**
To : CIAL Airport Fire Service	**Email: GRPAirportFireSuperv@cial.co.nz**

FIRE SYSTEM SHUT DOWN/TESTING NOTICE

Please be advised, the following sprinkler systems/smoke detector system in the above site will be isolated as per the following system shut down/test Authority.

Date of Shutdown ____ _____ _____

CIAL – International Terminal

☐PFA 512050 Fire Alarm

☐PFA 510077 A4 Fire Sprinkler

☐PFA 512047 A5 Fire Sprinkler

☐PFA 512048 A6 Fire Sprinkler

☐PFA 512049 A7 Fire Sprinkler

CIAL – Domestic Terminal

☐PFA 513612 – Fire Alarm

☐PFA 513483 – B1 Fire Sprinkler: Zone - ☐G1 ☐G2 ☐G3 ☐G4 ☐G5 ☐G6 ☐G7

☐F1 ☐F2 ☐F3 ☐F4 ☐ F5☐F6 ☐ F7 ☐F8 ☐S2

PFA Number: _____

I will be responsible for carrying out the work above. No attempt will be made by me or any other person under my control to test/shut down any other existing service.

Name:	**Company:**
Signature:	**Phone:**

FIRE SYSTEM REINSTATEMENT:

The above system has now been reinstated at _____ (Time) on_____(Date)

Name:	**Company:**
Signature:	**Phone:**

Area checked by CIAL on completion of work:

Checked by:	**Date:**

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Permit Number _____

CONFINED SPACE PERMIT

Site Location					
Date:		**Start time:**		**Finish time:**	

Company & Contact Name:	**Phone:**
	Email:
Description of Work/Purpose of Entry:	
Confined Space/Asset Number:	**Supervising CIAL staff member:**

Names of Persons Entering Confined Space:	**Qualification:**	**Expiry Date:**

Is an Authority to Work Required and been submitted? (i.e. existing services isolation)	Yes ☐ No ☐ N/A ☐
Has WorkSafe NZ been notified (if BA used) and notification form attached?	Yes ☐ No ☐ N/A ☐
Task Analysis/JSA/SWMS received? (Mandatory**)**	Yes ☐
Are other Permits Required and been submitted? (Hot Work/Working at Height)	Yes ☐ No ☐ N/A ☐
Tenant notified (CIAL to complete if applicable) **Date Tenant Notified**:	Yes ☐ No ☐ N/A ☐

Permit Issued: Subject to completion of Prestart Requirements (listed below)

Permit Issuer and Permit Receiver both to sign this Permit. It is the responsibility of the Permit Receiver to ensure all precautions are in place pre, during and post work.	
Permit Receiver(name):	**Permit Issuer (name):**
Signature:	Signature:
Date:	Date:

Prestart Requirements: (Permit receiver to complete on site)

How has the Confined Space been made safe?		
Purged ☐	Drained of Liquid ☐	Cleaned ☐ Specify cleansing agent used:
Ventilation: Continuous ☐	Forced Air ☐	Breathing Apparatus ☐
Note: No CIAL Employee is permitted to use Breathing Apparatus.		
Isolations completed – Specify		

Atmosphere (The atmosphere in the confined space has been tested after isolation and ventilation protocols, monitoring levels are recorded on reverse)					
		Method of measurement	**Result**	**Conditions of Entry**	
Oxygen concentration	<19.5% or >23.5%			**With Supplied-air respirator**	☐
Flammable Gas, vapour, mist	=/>5% LEL			**Without respiratory protection**	☐
Hydrocarbon	=/>5% LEL			**With escape unit**	☐
Carbon Monoxide	=/>12.5 ppm			**Personal Atmospheric Monitoring**	☐
Hydrogen Sulphide	=/>5 ppm				
Airborne Combustible Dust	=/>5% LEL				

Max people to enter space:	**Max time of entry:**	**Rest time between entries:**
Name:	**Signature PI/AGT:**	**Date / Time:**

Associated Permit Number:_____

Prestart Requirements Continued:

☐ Pre start toolbox/briefing completed
☐ TA reviewed and signed
● Communication method – Specify
● Stand by person appointed (Name)
● All equipment checked – Specify
● PPE equipment checked – Specify
☐ Emergency Plan reviewed
☐ Emergency Plan practised
☐ Rescue equipment available

Confined Space Entrants Initials – By initialling this Permit, I confirm that I have read and understood this Permit, and I have been given an opportunity to ask questions about the risks, hazards, and controls by the Permit Receiver.		
Name	**Initials**	**Date**

Permit Issuer and Permit Receiver both to sign this Permit. I confirm that the work has been completed in accordance with this permit. Any isolated services have been restored and the work area has been reverted to an operational state.	
Permit Receiver (name):	**Permit Issuer (name):**
Signature:	Signature:
Date:	Date:

	PERMIT GUIDELINES
1.	The Permit Receiver must ensure a copy of the Permit is available and/or displayed at the work site.
2.	The Permit Receiver must ensure the work remains within the limitations set on the Permit (Including physical boundaries, the type of work and validity time). **A Permit that has expired is deemed closed and a new Permit must be applied for.**
3.	The Permit Receiver must ensure that if the circumstances change to the structure of work detailed in the Permit, the TA or SSSP, work must be stopped and no further work to commence until discussed with the Permit Issuer and a new Permit issued if necessary.
4.	The Permit Receiver must ensure at any break in the work, the site and any equipment are left in a safe condition. On the completion or suspension of the work, any equipment (as required) has been removed and the site is left in a safe condition.
5.	The Permit Receiver may request to have this Permit suspended under certain circumstances (e.g. waiting for materials or other services to complete work). A Permit that has not been suspended will be closed on the expiry date and a new Permit must be applied for.
6.	The Permit Receiver will remain responsible for the work site until the formal sign off procedure has been completed. This is to ensure any work on equipment has been completed and/or plant and equipment have been left in a safe condition, any isolations/overrides pertaining to that plant or equipment have been removed, or the status of plant or equipment has been made know to the Permit Issuer.

Permit Number _____

CONFINED SPACE PERMIT

Tests performed: I confirm that I have tested the confined space for gas and/or oxygen and that the results are within the specified acceptance levels.							
Time of Test	**Initials of Tester**	**Oxygen** 19.5-23.5%	**Carbon Monoxide** =/>12.5 ppm	**Hydrocarbon** =/>5% LEL	**Hydrogen Sulphide** =/>5 ppm	**Flammable Gas, Vapour, Mist** =/>5% LEL	**Airborne Combustible Dust** =/>5% LEL

CONFINED SPACE PERMIT

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Authority Number _____

CRANE HEIGHT AUTHORITY

Site Location			
Start Date:		**Finish Date:**	
Start Time:		**Finish Time:**	
Company Name:		**Phone:**	
		Email:	
Detailed Description of Work:			
Maximum Height of Crane:		**Daily Operational Hours:**	
Services to be identified underground/overhead Yes□ N/A □		**Are Services Affected?**	Yes□ No □
Other Considerations:		**Boom Lowered Out of Hours:**	Yes□ No □
		Beacon Required:	Yes□ No □

Crane Height Authority Applicant:
I agree to abide by any terms and conditions specified on this Authority: **Applicant Name:**
Signature:
Date:

Crane Height Authority Issuer:			
I give permission to the proposed work described above subject to the Terms and Conditions and the following;			
Authority Issued By (name):			
Signature:			
Date:			
NOTAM Required?	Yes☐ No ☐	NOTAM ISSUED NOTAM Number:	Yes☐ N/A ☐

Terms and Conditions:
1. The Applicant shall ensure the Crane Height Authority is kept current at all times and will notify CIAL immediately if any portion of the Crane Height Authority is changed.
2. The provision of this Crane Height Authority by CIAL should not be considered by the Applicant to be a review of crane lifting or load capacity for the particular crane in use. Approval to proceed with any physical works at or on the Site Location is granted to lessen the likelihood of aerodrome airspace incursion only.
3. The Applicant shall exercise all reasonable care to make provision for traffic and pedestrians in accordance with the NZTA CoPTTM, and if required complete a Traffic Management Plan.
4. CIAL does not guarantee the accuracy of its records, the Applicant indemnifies CIAL against any claims or demands for any damage or liability arising from the supply of this Crane Height Authority and/or any other documents requested by the Applicant.

Permit Number _____

CRANE PERMIT (if working for CIAL)

Site Location:			
Start Date:		**Start time:**	
Finish Date:		**Finish time:**	
Company & Contact Name:		**Phone:**	
		Email:	
Detailed Description of Work:			
Maximum Height of Crane:		**Normal Hours of Operation:**	
Name of Crane Operator:		**Crane Operator Competency attached?**	Yes ☐
Dogman Competency attached (if applicable)	Yes ☐		
Type of Work – Critical Lift?			
Specify: Personnel Lift ☐	**Tandem Lift ☐**	**Load suspended above potentially occupied areas ☐**	
Is Authority to Work Required and been submitted?			Yes ☐ No ☐ N/A ☐
Is Worksafe NZ required to be notified and the notification form attached?			Yes ☐ No ☐ N/A ☐
Are other Permits Required and been submitted?			Yes ☐ No ☐ N/A ☐
Have Overhead Services been identified and Close Consent been obtained?			Yes ☐ No ☐ N/A ☐
Occupier of Adjoining Property notified? **Date Occupier Notified**:			Yes ☐ No ☐ N/A ☐
Tenant notified (CIAL to complete if applicable) **Date Tenant Notified**:			Yes ☐ No ☐ N/A ☐
SSSP Received (if applicable)			Yes ☐ No ☐ N/A ☐

Permit Issued: Subject to completion of Prestart Requirements (listed below)

Permit Issuer and Permit Receiver both to sign this Permit. It is the responsibility of the Permit Receiver to ensure all precautions are in place pre, during and post work.	
Permit Receiver (name):	**Permit Issuer (name):**
Signature	**Signature**
Date:	**Date:**

Prestart Requirements (Permit receiver to complete on site)

☐ Pre start toolbox/briefing completed
☐ Crane Operator/Dogman competency provided to CIAL Supervisor
☐ All equipment checked and certified for use
☐ Work area isolated
☐ Weather conditions within operating parameters
☐ Are ground conditions suitable
☐ Services Locations identified
☐ Lift plan completed
☐ Emergency equipment available

Permit Issuer and Permit Receiver both to sign this Permit. I confirm that the work has been completed in accordance with this permit. Any isolated services have been restored and the work area has been reverted to an operational state.	
Permit Receiver (name):	**Permit Issuer (name):**
Signature:	**Signature:**
Date:	**Date:**

PTO for Permit Guidelines

PERMIT GUIDELINES
1. The Permit Receiver must ensure a copy of the Permit is available and/or displayed at the work site.
2. The Permit Receiver must ensure the work remains within the limitations set on the Permit (Including physical boundaries, the type of work and validity time). **A Permit that has expired is deemed closed and a new Permit must be applied for.**
3. The Permit Receiver must ensure that if the circumstances change to the structure of work detailed in the Permit, the TA or SSSP, work must be stopped and no further work to commence until discussed with the Permit Issuer and a new Permit issued if necessary.
4. The Permit Receiver must ensure at any break in the work, the site and any equipment are left in a safe condition. On the completion or suspension of the work, any equipment (as required) has been removed and the site is left in a safe condition.
5. The Permit Receiver may request to have this Permit suspended under certain circumstances (e.g. waiting for materials or other services to complete work). A Permit that has not been suspended will be closed on the expiry date and a new Permit must be applied for.
6. The Permit Receiver will remain responsible for the work site until the formal sign off procedure has been completed. This is to ensure any work on equipment has been completed and/or plant and equipment have been left in a safe condition, any isolations/overrides pertaining to that plant or equipment have been removed, or the status of plant or equipment has been made know to the Permit Issuer.

Permit Number _____

DEMOLITION PERMIT

Site Location:			
Start Date:		**Start time:**	
Finish Date:		**Finish time:**	
Company Name:		**Phone:**	
		Email:	

Description of Work/Purpose of Work:

Type of Work

Has a **Structural Inspection** been carried out with Report attached? If no, why not?	Yes☐No☐
Is there an **Adjoining Structure** and the shoring/underpinning/lateral support in place? If no, why not?	Yes☐ No☐
Is the Structure to be **Burnt,** are Task Analysis and Permits (TA and NZFS) attached? If no, why not?	Yes☐ No☐
ECAN/CCC requirements met?	Yes☐ No☐
Is Structure a **'Dangerous Structure'** and if so are the drawings/engineer reports/plans/historical use etc. attached? If no, why not?	Yes☐ No☐ N/A☐
Does Property appear on the Asbestos Register?	Yes☐ No☐
Has a pre-demolition asbestos survey been completed? If not, why not?	Yes☐No☐
Asbestos removal control plan attached?	Yes☐No☐ N/A☐
Licenced asbestos removalist (Provide Name):	
Licence checked?	Yes☐No☐
Hazardous Substances including biological substances present and the Hazardous Substances Plan attached?	Yes☐No☐ N/A☐
Is an Authority to Work Required and been submitted?	Yes☐No☐ N/A☐
Is Worksafe NZ required to be notified and the notification form attached?	Yes☐No☐ N/A☐
SSSP received?	Yes☐ No☐
Occupier of Adjoining Structure notified? (CIAL to complete) **Date Occupier Notified:**	Yes☐No☐ N/A☐
Is Land Identified as Contaminated? Yes☐No☐ N/A☐	**SMP Risk category** High(1) ☐ Medium(2) ☐ Low(3) ☐
Are other Permits Required and been submitted? **(Working at Height/Confined Space)**	Yes☐No☐ N/A☐
Tenant notified ?(if applicable) **Date Tenant Notified**:	Yes☐No☐ N/A☐

Permit Number _____

Permit Issued Subject to completion of Prestart Requirements (listed below)

Permit Issuer and Permit Receiver both to sign this Permit. It is the responsibility of the Permit Receiver to ensure all precautions are in place pre, during and post work.	
Permit Receiver (name):	**Permit Issuer (name):**
Signature:	Signature:
Date:	Date:

Prestart Requirements :(Permit receiver to complete on site)

☐ Certificate of clearance (asbestos) received and on site?
☐ Pre start toolbox/briefing completed?
☐ TA reviewed and signed
☐ All equipment checked
☐ Work area isolated
☐ Is a hazardous atmosphere possible
☐ Services Information Request received
☐ Services located
☐ Emergency Plan reviewed
☐ Rescue equipment available
☐ Spotter appointed (if applicable)

Permit Issuer and Permit Receiver both to sign this Permit. I confirm that the work has been completed in accordance with this permit. Any isolated services have been restored and the work area has been reverted to an operational state.	
Permit Receiver (name):	**Permit Issuer (name):**
Signature:	Signature:
Date:	Date:

PERMIT GUIDELINES
1. The Permit Receiver must ensure a copy of the Permit is available and/or displayed at the work site.
2. The Permit Receiver must ensure the work remains within the limitations set on the Permit (Including physical boundaries, the type of work and validity time). **A Permit that has expired is deemed closed and a new Permit must be applied for.**
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4. The Permit Receiver must ensure at any break in the work, the site and any equipment are left in a safe condition. On the completion or suspension of the work, any equipment (as required) has been removed and the site is left in a safe condition.
5. The Permit Receiver may request to have this Permit suspended under certain circumstances (e.g. waiting for materials or other services to complete work). A Permit that has not been suspended will be closed on the expiry date and a new Permit must be applied for.
6. The Permit Receiver will remain responsible for the work site until the formal sign off procedure has been completed. This is to ensure any work on equipment has been completed and/or plant and equipment have been left in a safe condition, any isolations/overrides pertaining to that plant or equipment have been removed, or the status of plant or equipment has been made know to the Permit Issuer.

Permit Number _____

Ground Disturbance Permit

This permit is required for excavation or ground disturbance greater than 150 mm below the existing ground or finished surface.

1. Proposed Work

Site Location:					
Date:		**Start Date:**		**Finish Date:**	
Company Name:			**Phone:**		
			Email:		
Permit Receiver:					
Description of Work/Purpose of Work:					

Type of ground disturbance ☐ Excavation / Trenching ☐ Geotech Investigation ☐ Drilling / Boring / Augering ☐ Piling ☐ Other _____	**Excavation / Trenching methodology** ☐ Hand digging ☐ Hydrovac / Airvac ☐ Mechanical Excavation ☐ Other _____	**Maximum proposed depth:**	
		Site plan / marked-up work area attached:	**Y / N**
		Service Information Request Number:	

2. CIAL Interfaces

Does the proposed work affect, or have the potential to affect:

	Yes	No		Yes	No
Airport / CIAL operations	☐	☐	**Another contractor or work activity**	☐	☐
Vehicle or pedestrian movements	☐	☐	**Emergency access or systems**	☐	☐
Access / egress	☐	☐	**Airfield / aviation operations**	☐	☐
Tenant / occupied area	☐	☐	**Other CIAL asset / system / activity**	☐	☐

Coordination Required

Who needs to be consulted / notified before work starts?

Person / team / affected party	Requirement / outcome

☐Required consultation / coordination completed

3. Other CIAL Requirements

Are other CIAL permits required: ☐ Yes ☐ No

If yes: _____

WorkSafe NZ notification required: ☐ Yes ☐ No Please attach notification

4. Work Party Confirmation

The Permit Receiver confirms that:

☐The location, depth and extent of the proposed work are correctly described in this permit
☐Required service locating and verification has been completed
☐CIAL asset/service requirements and conditions have been understood
☐Appropriate work planning and risk assessment are in place
☐The work party's own Permit to Work is in place where required by its system

☐Other permits, approvals or notifications required for the work are in place.

Permit Receiver:		**Company:**	
Signature:		**Date:**	

5. Permit Issue

CIAL authorises the ground disturbance described in this permit to proceed at the identified location and within the specified period, subject to the requirements and conditions recorded in this permit.

This permit confirms that relevant CIAL assets, systems and operational interfaces have been identified and any CIAL requirements for the work have been established.

It does not constitute approval of the work party's methodology, risk assessment or work controls. The work party remains responsible for planning, controlling and undertaking its work.

Work must not commence until this permit has been issued.

Permit Issuer:		**Role:**	
Signature:		**Date:**	

Permit valid from: _____ to: _____

6. Permit Close-Out

The Permit Receiver confirms that:

☐Work is complete or the work area has been left in the agreed condition
☐Affected CIAL services / assets have been protected or re-instated as required
☐CIAL isolations / impairments have been restored or their status communicated
☐As-built information has been provided to CIAL; and
☐Outstanding issues have been communicated to CIAL.

Comments/Outstanding Items:

	Permit Receiver	Permit Issuer
Name:		
Signature:		
Date / Time:		

Permit Requirements

1. A copy of this permit and the applicable Services Information Request must be available at the worksite.
2. This permit applies only to the location, depth, extent, work and period identified on the permit.
3. The work party remains responsible for its work methods, risk assessment, work controls and any Permit to Work required by its own system.
4. CIAL requirements and conditions recorded on this permit must be communicated to the people undertaking the work and maintained while they apply.
5. If the work or conditions change, work must stop and the CIAL Permit Issuer must be contacted.
6. An expired permit is closed. Work must not continue until CIAL has issued further permission.
7. The Permit Receiver remains responsible for the worksite until the work is complete and the permit has been formally closed.

Permit Number _____

HOT WORK PERMIT

Site Location:					
Date:		**Start time:**		**Finish time:**	
Company & Contact Name:		**Phone:**			
		Email:			
Description of Work:					
Is an Authority to Work Required and been submitted? (Work that effects /or requires – Services Information Request or Electrical/Fire System Isolation)				Yes o No o N/A o	
Are other Permit(s) Required and been submitted? (An additional permit is needed for Confined Space/Demolition/ Working at Height)				Yes o No o N/A o	
Are smoke or heat detectors required to be isolated?				Yes o No o N/A o	
Task Analysis/JSA/SWMS Received? (Mandatory)				Yes o	
Type of Hot Work: (specify)					
Tenant Notified (CIAL to complete if applicable) **Date Tenant Notified:**				Yes o No o N/A o	

Permit Issued Subject to completion of Prestart Requirements (listed below)

Permit Receiver to sign this Permit. It is the responsibility of the Permit Receiver to ensure all precautions are in place pre, during and post work.	
Permit Receiver (name):	**Permit Issuer (name):**
Signature:	
Date:	

Prestart Requirements: (Permit receiver to complete on site)

	YES	N/A		YES	N/A
Pre Start toolbox/briefing completed			All wall, floor, roof penetrations covered including risers		
Fire fighting equipment (including fire hoses) fit for purpose and readily available					
Operator aware of the exits and exits are not obstructed			Containment of all sparks (e.g. Grinding, drilling, welding). Screens, fire blankets and barriers used		
Cutting/welding equipment in good repair and fitted with flashback arrestors			Combustible surfaces swept, wetted down, covered with damp sand or metal or fireproof sheets		
Operator has tools and protective gloves on hand to close off the gas in an emergency?			Fire retardant sheets suspended under work area when working above		
Operator and Fire Watch (if required) have been instructed in use of emergency equipment and on action to be taken in case of fire and how to sound alarm and/or call Fire Service.			Combustible and flammable liquids removed or made safe (protected with fireproof tarpaulins or metal shields)		
Site of hot work isolated and roped off			Drains, pits, depressions checked, isolated and sealed		
Wind direction suitable for hot work			Are Smoke or heat detectors isolated		

Work on enclosed equipment	YES	N/A
Equipment purged and cleaned of all combustibles		
Fume extraction equipment available		
Adequate air flow through enclosed equipment to be provided while cutting and welding is done		

Permit Number _____

Fire Watch - after completion of work - By signing here the Fire Watch confirms that the location where hot work has been carried out under this permit has been inspected during and 60 minutes after operation. No hot spots were detected that have the potential to ignite.	
Signature of Fire Watch:	**Date:**

Daily Fire Watch: ***complete where Permit is suspended*** *(refer instructions 4.5 Permit Status of the Permit to Work Procedure)*

I confirm that I have checked the area during and 60 minutes after operation

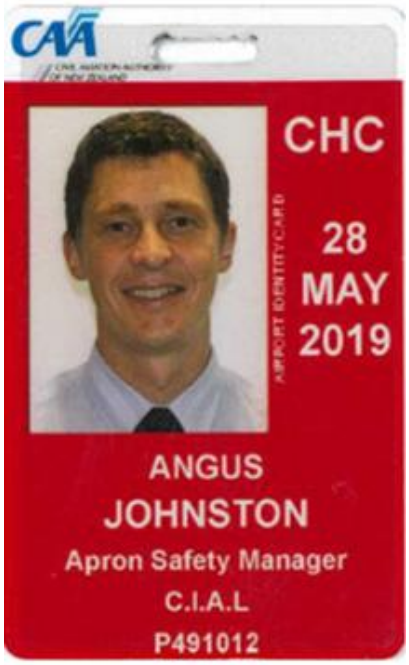
Date:	Fire Watch sign-off:	
Date:	Fire Watch sign-off:	
Date:	Fire Watch sign-off:	
Date:	Fire Watch sign-off:	

Permit Issuer and Permit Receiver both to sign this Permit. I confirm that the work has been completed in accordance with this permit. Any isolated services have been restored and the work area has been reverted to an operational state.	
Permit Receiver (name):	**Permit Issuer (name):**
Signature:	**Signature:**
Date:	**Date:**

	PERMIT GUIDELINES
1.	The Permit Receiver must ensure a copy of the Permit is available and/or displayed at the work site.
2.	The Permit Receiver must ensure the work remains within the limitations set on the Permit (Including physical boundaries, the type of work and validity time). **A Permit that has expired is deemed closed and a new Permit must be applied for.**
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This completed form must be available for inspection on site at all times.

Security requirements for working on an airside Construction site at Christchurch International Airport

	Read then complete attached sheet
1.	Keep track of your tools; do not place in public or other contractor accessible places. Only bring tools that are needed for the work required and leave with all your tools intact.
2.	Stay within the security perimeter of your construction site. If you go outside the perimeter you are personally liable for prosecution from the CAA.
3.	You can only travel from your construction site when you are escorted by the main contractor and/or airport official who holds a valid Civil Aviation Identity Card (Red or Yellow). 
4.	Do not drive on airside unless escorted by an authorised contractor escort.
5.	If you witness anything suspicious advise the Main Contractor or an Airport official asap.
6.	Any rubbish (i.e. FOD - foreign object debris) must be placed in bins. Ensure you keep and leave the site clean.

This completed form must be available for inspection on site at all times.

I have read and understood the Christchurch airport requirements for working on an airside Construction site

Date	First Name	Surname	Company	Initial/sign

This completed form must be available for inspection on site at all times.

Date	First Name	Surname	Company	Initial/sign

Request Number _____

SERVICES INFORMATION REQUEST

Site Location:			
Start Date:		**Finish Date:**	
Company Name:		**Phone:**	
		Email:	
Description of Work/Purpose of Work:			
Drilling ☐	Excavating ☐	Concrete Cutting ☐	Demolition ☐
Services (Issuer to complete):			
Is land identified as Contaminated? Yes☐ No ☐		SMP Risk Category High(1) ☐ Medium(2) ☐ Low(3) ☐	
This area has been checked by CIAL and the following services were close to the Site Location:			
Data ☐	Electrical ☐	Potable Water ☐	Fuel Systems ☐
Sewer Lines ☐	Stormwater ☐	Other (specify) _____	
Name:	**Signed:**	**Date:**	

Services Information Request Issuer:	**Services Information Request Applicant:**
Issued By (name):	By signing you agree to abide by all T&C's provided below: **Applicant Name:**
Signature:	Signature:
Date:	Date:

Terms and Conditions:

1. The provision of Services Information Request services by CIAL should not be considered by the Applicant to be an authorisation to proceed with any physical works at, in or on the Site Location.
2. Any plans provided by CIAL give no more than a general guide as to the location of cables or other underground services. There may be cables or other underground services in the location that are unknown to CIAL.
3. Do not assume that any cable or other underground service lies in the exact position indicated by CIAL, nor does CIAL provide the exact indication of depth.
4. You must confirm the position and depth of all cables and other underground services and hand dig or use hydro excavation when working within 0.5m of services.
5. If CIAL has indicated the Land is contaminated in this Services Information Request you must contact your Project Manager and/or CIAL Environmental Manager and provide an appropriate action plan prior to commencing any physical works.
6. CIAL does not guarantee the accuracy of its records, the Applicant indemnifies CIAL against any claims or demands for any damage or liability arising from the supply of this Services Information Request.

7. Accidental Discovery Protocol must be in place for discovery of:

   - Refuse
   - ACM (Asbestos Contaminated Material)
   - Soil Staining
   - Archaeological Material (Shells, Charcoal, Oven stones)
   - Bones (any)

RCA consent and/or RCA contract reference	

TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM

Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.

Organisations /TMP reference	**TMP reference:**	**Contractor (Working space):**	**Principal** *(Client)*:
		Contractor (TTM):	**RCA:**

	Road names and suburb	**House no./RPs** *(from and to)*	**Road level**	**Permanent speed**
Location details and road characteristics				
Traffic details (main route)	**AADT**	**Peak flows**		

Description of work activity

Planned work programme

Start date		**Time**		**End date**		**Time**	
Consider significant stages, for example: • road closures • detours • no activity periods.							
Alternative dates if activity delayed							

Road aspects affected *(delete either Yes or No to show which aspects are affected)*

Pedestrians affected?	Yes	No	**Property access affected?**	Yes	No	**Traffic lanes affected?**	Yes	No
Cyclists affected?	Yes	No	**Restricted parking affected?**	Yes	No	**Delays or queuing likely?**	Yes	No

Proposed traffic management methods

RCA consent and/or RCA contract reference	

Installation *(includes parking of plant and materials storage)*	
Attended (day)	
Attended (night)	
Unattended (day)	
Unattended (night)	
Detour route	
	Does detour route go into another RCA's roading network? Yes No *(delete either Yes or No)* *If Yes, has confirmation of acceptance been requested from that RCA?* Yes No *(delete either Yes or No)* ***Note:*** *Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.*
Removal	
Proposed TSLs *(see TSL decision matrix for guidance)*	

RCA consent and/or RCA contract reference	

	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 *(List speed, length and location)*	**Times** *(From and to)*	**Dates** *(Start and finish)*	**Diagram ref. no.s** *(Layout drawings or traffic management diagrams)*
Attended day/night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)			
Unattended day/night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)			
TSL duration	Will the TSL be required for longer than 12 months? ***If yes**, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.*			Yes No

Positive traffic management measures

Contingency plans		
Generic contingencies for: • major incidents • incidents • pre planed detours. *Remove any options which do not apply to your job*	**Major Incident** A major incident is described as: • Fatality or notifiable injury - real or potential • Significant property damage, or • Emergency services (police, fire, etc.) require access or control of the site.	**Actions** The STMS must immediately conduct the following: • stop all activity and traffic movement • secure the site to prevent (further) injury or damage • contact the appropriate emergency authorities • render first aid if competent and able to do so • notify the RCA representative and / or the engineer • under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so • re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so • Comply with any obligation to notify WorkSafe.

RCA consent and/or RCA contract reference	

	Incident An incident is described as: • excessive delays - real or potential • minor or non-inquiry accident that has the potential to affect traffic flow • structural failure of the road.	**Actions** The STMS must immediately conduct the following: • stop all activity and traffic movement if required • secure the site to prevent the prospect of injury or further damage • notify the RCA representative and / or the engineer • STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so • re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.
	Detour If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for: • excessive delays when using an alternating flow design for TTM • redirecting one direction of flow and / or • total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered. The detour and route must be designed including: • pre- approval form the RCA's whose roads will be used or affected by the detour route • ensure that TTM equipment for the detour - signs etc. are on site and pre-installed.	**Actions** When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following: • Notify the RCA and / or the engineer when the detour is to be established • Drive through the detour in both directions to check that it is stable and safe • Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared • Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.
	Note also the requirements for no interference at an accident scene: In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to: • save a life of, prevent harm to or relieve the suffering of any person, or • make the site safe or to minimise the risk of a further accident; or • maintain the access of the general public to an essential service or utility, or • prevent serious damage to or serious loss of property, or • follow the direction of a constable acting in his or her duties or act with the permission of an inspector.	
Other contingencies to be identified by the applicant *(i.e. steel plates to quickly cover excavations)*		

Authorisations				
	Will controlled street parking be affected?	Yes No	**Has approval been granted?**	Yes No

RCA consent and/or RCA contract reference	

Parking restriction(s) alteration authority				
Authorisation to work at permanent traffic signal sites	**Will portable traffic signals be used or permanent traffic signals be changed?**	Yes No	**Has approval been granted?**	Yes No
Road closure authorisation(s)	**Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?**	Yes No	**Has approval been granted?**	Yes No
Bus stop relocation(s) – closure(s)	**Will bus stop(s) be obstructed by the activity?**	Yes No	**Has approval been granted?**	Yes No
Authorisation to use portable traffic signals	**Make, model and description/number**			
	NZTA compliant?	Yes No *(delete either Yes or No)*		

EED			
Is an EED applicable?	Yes No *(delete either Yes or No)*	**EED attached?**	Yes

Delay calculations/trial plan to determine potential extent of delays

Public notification plan

Public notification plan attached?	Yes No *(delete either Yes or No)*

On-site monitoring plan	
Attended *(day and/or night)*	
Unattended *(day and/or night)*	

Method for recording daily site TTM activity *(eg CoPTTM on-site record)*

RCA consent and/or RCA contract reference	

Site safety measures					
Temporary safety barrier system	**Will a temporary safety barrier system be used at this worksite?**	Yes No	**If yes, has the temporary safety barrier system been designed by an installation designer and independently reviewed as being fit for purpose?**	Yes No	
	Statement from temporary safety barrier installation designer attached			Attached Not attached	

Other information

Site specific layout diagrams	
Number	**Title**

Contact details					
	Name	**24/7 contact number**	**CoPTTM ID**	**Qualification**	**Expiry date**
Principal					
TMC					
Engineers' representative					
Contractor					
STMS					
TC					
Others as required					

TMP preparation						
Preparation						
	Name (STMS qualified)	*Date*	*Signature*	*ID no.*	*Qualification*	*Expiry date*
This TMP meets CoPTTM requirements				**Number of diagrams attached**		
TMP returned for correction *(if required)*						
	Name	*Date*	*Signature*	*ID no.*	*Qualification*	*Expiry date*

RCA consent and/or RCA contract reference	

Engineer/TMC to complete following section when approval or acceptance required						
Temporary safety barrier system	**The attached temporary road safety barrier design has been independently reviewed as being fit for purpose**				Yes No Not required	
TMP Approved						
	Name	*Date*	*Signature*	*ID no.*	*Qualification*	*Expiry date*
Acceptance by TMC *(only required if TMP approved by engineer)*						
	Name	*Date*	*Signature*	*ID no.*	*Qualification*	*Expiry date*

Qualifier for engineer or TMC approval

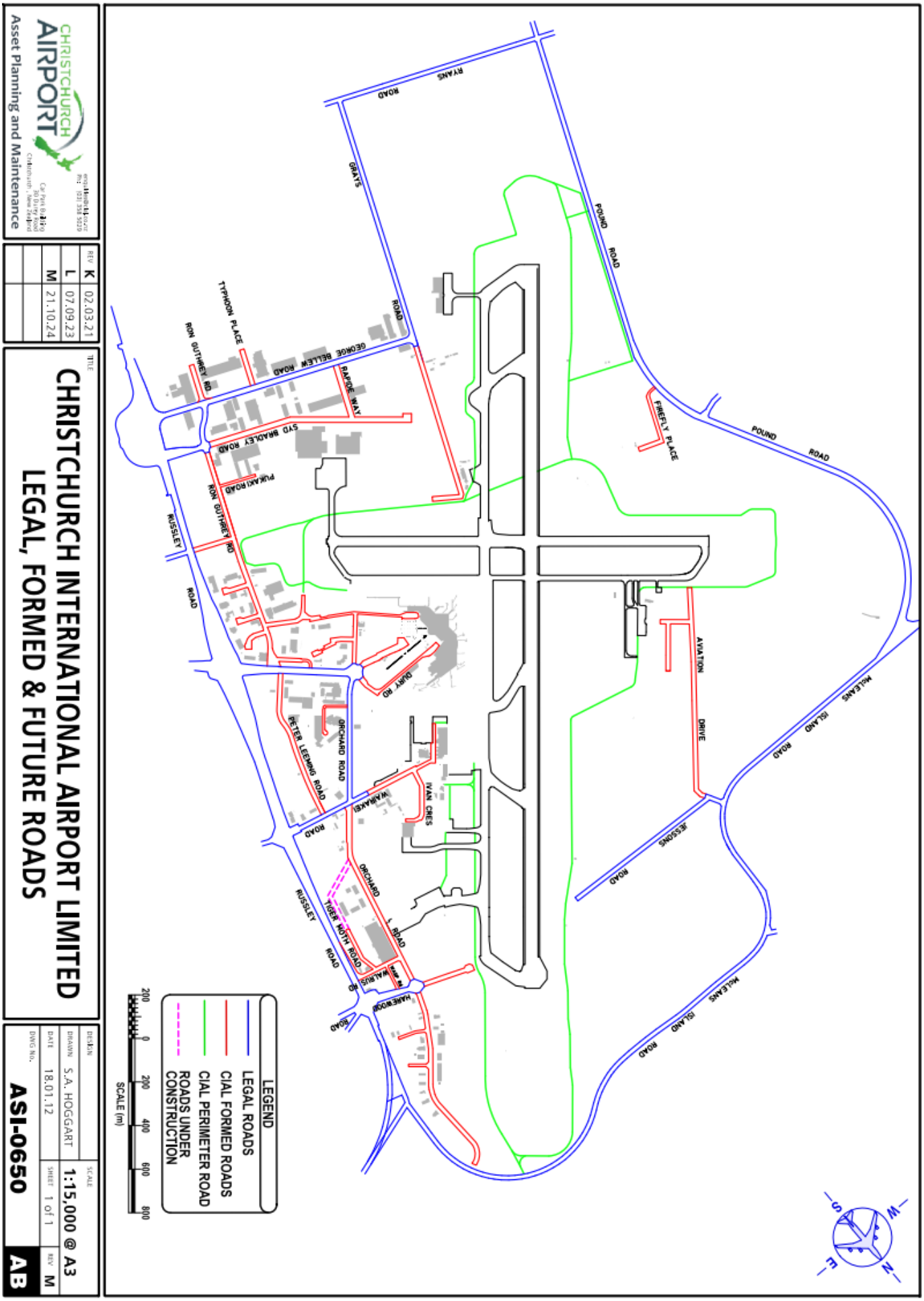
Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.

This TMP is approved on the following basis:

1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.
3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.
4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.
5. When work is completed early, the contractor must advise the Engineer/TMC and remove all TTM from site.
6. Where a date extension is required for an existing TMP, the contractor must submit a revision to the Engineer/TMC prior to the end date of the original TMP.

Notification to TMC prior to occupying worksite/Notification completed

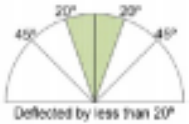
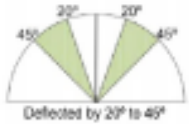
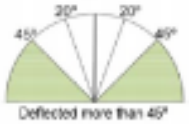
Type of notification to TMC required		**Notification completed**	Date Time	


CHRISTCHURCH AIRPORT
Asset Planning and Maintenance
REV
K 02.03.21
L 07.09.23
M 21.10.24
TITLE
CHRISTCHURCH INTERNATIONAL AIRPORT LIMITED
LEGAL, FORMED & FUTURE ROADS
DESIGN
DRAWN S.A. HOGGART
DATE 18.01.12
SCALE 1:15,000 @ A3
SHEET 1 of 1
REV M
DWG No. ASI-0650
AB
LEGEND
LEGAL ROADS
CIAL FORMED ROADS
CIAL PERIMETER ROAD
ROADS UNDER CONSTRUCTION
SCALE (m)
200 0 200 400 600 800
RYANS ROAD
GRATS ROAD
POUND ROAD
TYPHOON PLACE
RON GUTHREY RD
GEORGE BELLEW ROAD
BARGE WAY
SYD BRADLEY ROAD
PUKAKI ROAD
RUSSLEY ROAD
FIREFLY PLACE
AVIATION DRIVE
DUNN RD
PETER LEEMING ROAD
ORCHARD ROAD
WAIRAKEI ROAD
IVAN CRES
TIGER MOTH ROAD
HAMESBOOD ROAD
JESSONS ROAD
McLEANS ISLAND ROAD
N
E
S
W

TEMPORARY SPEED LIMIT (TSL) DECISION MATRIX WORKSHEET

INSTRUCTIONS
Select the appropriate road condition description for each of the four factors, and in the right hand circle list the chosen TSL for that road condition. Transfer lowest TSL to the bottom circle.

Appendix B

	EXCELLENT (110, 100, 90)	AVERAGE (80, 70)	BELOW AVERAGE (60, 50)	POOR (40, 30, 20)	Possible Temporary Speed Limit
1. Minimum Lane Width	3.5m	3.25m	3.00m	2.75m	
2. Pavement / Surface Condition	The shoulder and lane is clear of loose or greasy material and the traveled way is smooth	The road is close to normal condition except for a few minor defects (eg small pot holes or a few pieces of loose aggregate) **70km/h** where new seal has been swept but not marked	Defects and / or loose material on the lane (eg unattended reseals) **50km/h** for protection of a new seal	There are major defects and / or significant loose material on the lane (eg recently milled surface , large stones, steel plates)	
3. Visibility and Alignment	There is greater than 140m visibility to the first cone in taper, **and** the worksite has not imposed a change in alignment	There is less than 140m visibility to the first cone in taper, **or** vehicles are deflected by 20 degrees or less from the original direction of travel  Deflected by less than 20°	There is less than 60m visibility to the first cone in taper, **or** vehicles are deflected by 20-45 degrees from the original direction of travel  Deflected by 20° to 45°	There is less than 30m visibility to the first cone in taper, **or** vehicles are deflected by more than 45 degrees from the original direction of travel  Deflected more than 45°	
4. Site Clutter	Low site clutter, clear vehicle lanes, cycle lanes and footpaths	Some site clutter either plant or materials, vehicle lanes, cycle lanes and footpaths are lightly trafficked	Considerable site clutter requires additional management to guide vehicles though the site. Some queues of road users	Has numerous driver distractions including construction traffic. Cycle lanes or footpaths are closed. **30km/h** for portable traffic signals, MTC operations or where traffic has to traverse the actual active working space (either in a delineated single lane or where traffic is not separated from the working space)	

Is the lowest speed 80km/h or less and at least 10km/h below the permanent speed?

- Yes → **Use this Temporary Speed Limit**
- No → **No Temporary Speed Limit Required**

TMP or generic plan reference	

ON-SITE RECORD On-site record must be retained with TMP for 12 months.			**Today's date**	
Location details	**Road names(s):**	**House number/RPs:**	**Suburb:**	

Working space

Person responsible for working space		
	Name	*Signature*
Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below		

TTM

STMS in charge of TTM					
	Name	*TTM ID Number*	*Warrant expiry date*	*Signature*	*Time*
Worksite handover accepted by replacement STMS					
	Name	*ID Number*	*Warrant expiry date*	*Signature*	*Time*
	Tick to confirm handover briefing completed				

Delegation

Worksite control accepted by TC/STMS-NP					
	Name	*ID Number*	*Warrant expiry date*	*Signature*	*Time*
	Tick to confirm briefing completed				

Temporary speed limit

Street/road name (RPs or street numbers):	**TSL action**	**Date:**	**Time:**	**TSL speed:**	**Length of TSL (m):**
	TSL installed				
	TSL remains in place				
From: To:	TSL removed				

Street/road name (RPs or street numbers):	**TSL action**	**Date:**	**Time:**	**TSL speed:**	**Length of TSL (m):**
	TSL installed				
	TSL remains in place				
From: To:	TSL removed				

Street/road name (RPs or street numbers):	**TSL action**	**Date:**	**Time:**	**TSL speed:**	**Length of TSL (m):**
	TSL installed				
	TSL remains in place				
From: To:	TSL removed				

Street/road name (RPs or street numbers):	**TSL action**	**Date:**	**Time:**	**TSL speed:**	**Length of TSL (m):**
	TSL installed				
	TSL remains in place				
From: To:	TSL removed				

TMP or generic plan reference	

Worksite monitoring

TTM to be monitored and 2 hourly inspections documented below.

Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs positioned as per TMP?							
Conflicting signs covered?							
Correct delineation as per TMP?							
Lane widths appropriate?							
Appropriate positive TTM used?							
Footpath standards met?							
Cycle lane standards met?							
Traffic flows OK?							
Adequate property access?							
Barrier deflection area is clear?							
Add others as required							
Time inspection completed:							
Signature:							

Comments:

Time	Adjustment made and reason for change