



Adelaide and Parafield Airports Building Activity Application Package

Version 4.0 September 2020

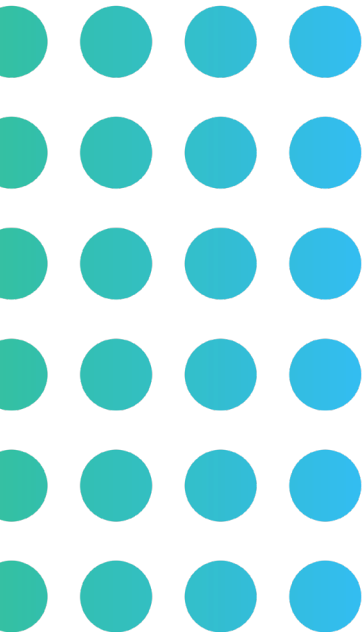
AAL Building Activity Application Package

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1 Introduction

Land use planning and building control at Adelaide Airport is regulated by the Airports Act 1996 (Act) and the Airport Building Control Regulations.

Approval is required from Adelaide Airport Limited (AAL) and the Airport Building Controller (ABC) prior to the commencement of building activities. For all applications received, ABC Building Approval will only be provided after the AAL Building Activity Consent has been approved and received.

1.1 Definitions

Building activities performed on or around the airport will require assessment and approval from both Adelaide Airport Limited and the ABC.

These activities can generally be defined as:

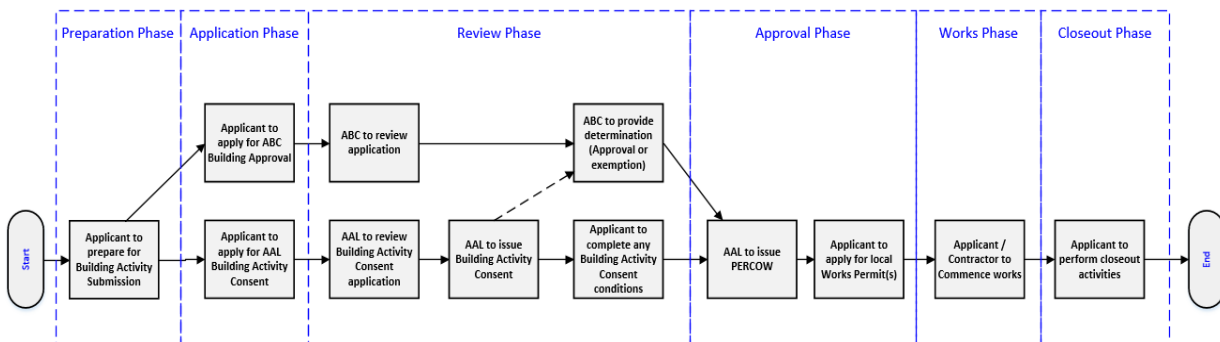
- Construction
 - Construction of buildings or other structures, constructing or altering earthworks (whether or not in relation to buildings etc.) or constructing or altering engineering, electrical or hydraulic works
- Alteration
 - Alterations to the structure of buildings or other structures
- Demolition
 - Demolishing, destroying, dismantling or removing building, structure, earthworks, engineering works, electrical works and hydraulic works

Please note: Buildings or other structures may include bridges, fences, towers, pylons, bollards or monitoring wells. Earth works or engineering works may include but not limited to, runways, taxiways, aprons, roads, car parks, retaining walls, road surfaces, car park surfaces and tunnels.

For further details and examples of the various activities requiring Building Activity approval, please refer to Annexure A.

1.2 The Building Activity Process

The high level Building Activity process and its relevant phases has been illustrated in the diagram below. Further information describing the key steps within each phase have been documented in section 2 and must be followed in order for the application to be approved in a timely manner.



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1.3 Roles & Responsibilities

1.3.1 Applicant

All lessees/applicants are expected to take all reasonable steps to ensure a safe and compliant workplace during building activity works. This should be reflected in the application and the quality and detail of documentation submitted.

It is the responsibility of the applicant to ensure all required information and payment of fees are provided to AAL in a satisfactory and timely manner. Delays in full document submission or payment will result in delays in the assessment of your application.

1.3.2 AAL Project Officer

The AAL Project Officer is allocated in the Review phase and is responsible for liaising with the applicant and ensuring compliance with the conditions of an approved Building Activity Consent. Specifically, the AAL Project Officer is responsible for issuing the Permit to Commence Works (PERCOW) once all documents have been received and follow up activities completed. The Project Officer will also provide guidance to the applicant and/or contractor during works (as required) in order to ensure works are completed in a safe manner, all permits required are in place, compliance with airport operational and safety requirements are being adhered to and ensuring the works are carried out as per the approved PERCOW, Building Activity Consent and the ABC Building Approval.

1.3.3 Airport Building Controller

The Department of Infrastructure, Transport, Regional Development and Communications has appointed an Airport Building Controller (ABC) at each leased Federal airport. The ABC is responsible for ensuring that activities at leased airports meet the appropriate building and engineering standards. The fundamental objective of the ABC is to administer and advise airport operators on building control issues as contained in the Airports (Building Control) Regulations and to implement the building approval system that regulates ongoing building activity at the airport.

1.4 Compliance

1.4.1 WHS Compliance

All works undertaken on the airport are to be compliant with the South Australian Work Health and Safety Act and Regulations 2012 and must be supported by the appropriate documentation as part of the Building Activity Consent application. This documentation may include but is not limited to:

- WHS Management Plan for construction projects
- Appropriate Safe Work Method Statement (SWMS) for any high risk construction work
- Appropriate Job Safety Environment Analysis (JSEA)
- Risk register or analysis for high risk activities
- Operator licences for EWP or high risk equipment

Copies of this documentation are to be provided to AAL prior to the commencement of works and at any time thereafter when reasonably requested.

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1.4.2 General Compliance

All applications should be compliant with all appropriate State and Commonwealth legislation and/or standards as appropriate, including but not limited to:

- Environmental Protection Authority (EPA)
- Work Health and Safety (WHS)
- Manual of Standards (MOS) – Part 139 Aerodromes; including lighting in the vicinity of aerodromes

1.5 Fees and Payments

Application fees may apply for both AAL and the ABC assessment. Payment to AAL must be received on submission of the Building Activity Consent Application (Annexure B) and / or prior to commencement of application processing. AAL will issue an invoice for the BA fee upon receipt of the application and once satisfied that all required information has been received.

1.5.1 Fees Payable to AAL

The fee is based on the estimated value of the building activity as follows:

Estimated Construction Cost	Fee Payable (Including GST)
Under \$10,000	\$350
\$10,000 to \$50,000	\$500
\$50,000 - \$100,000	\$700
Over \$100,000	\$1,000 + 0.15% of the balance in excess of \$100,000

1.5.2 Fees Payable to the Airport Building Controller

A separate fee applies for applications to the Airport Building Controller. The Airport Building Controller fee structure is based on Schedule 1, Part 1 of the Regulations. Refer to the [ABC Online](#) for further details.

2 Process Phases

2.1 Preparation Phase

2.1.1 Applicant preparation for Building Activity Submission

Preparing your application prior to submission will ensure that your application has all the necessary information required and will assist with being reviewed in a timely manner. Separate applications to both Adelaide Airport Limited (AAL) and the Airport Building Controller (ABC) are required in order to obtain the necessary approvals as per the table below:

Approval Type	Approval From	Approval via
Building Activity Consent	Adelaide Airport Limited (AAL)	Building Activity Consent Application Form
Airport Building Controller Building Approval	Airport Building Controller (ABC)	ABC Online

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Note: The ABC Building Approval is issued by the Airport Building Controller. You are applying for approval or exemption (depending on your scope of works), and the outcome will be a:

- Building Permit, or
- Works Permit, or
- Demolition Authorisation

Or you may receive exemption through:

- Exemption determination (Referred to as Exemption Application and Notification in the ABC online system)

2.1.2 Applicant determination of CEMP requirement

A Construction Environmental Management Plan (CEMP) is a plan that identifies and describes the management of environmental risks associated with a company's operations. CEMPs will predominantly be required where the development includes excavations or multiple penetrations of site soils.

As a guide, CEMPs may be required if the project involves one or more of the following activities:

- Development on or near an Environmentally Significant Area
- Works in known or potentially contaminated areas
- Discharges to air (odour, dust, combustion emissions)
- Discharges to land, surface water (including storm water) or groundwater
- Development, construction or demolition
- Development of a Greenfields site
- Importation of fill material onto the Airport
- Clearing of land
- Use or storage of hazardous materials
- Activities within 200m of a waterway

You should consult with the Environment department at AAL to confirm whether a CEMP will be required. The contact details are below:

Adelaide Airport Limited
Environment Department
Email: environment@aal.com.au
Telephone: (08) 8308 9211

2.2 Application Phase

2.2.1 Applicant application for ABC Building Approval

Apply for ABC Building Approval from the Airport Building Controller online with supporting information via [this link](#). The Airport Building Controller contact details are below:

Airport Building Controller - Tonkin Consulting Pty Ltd
Level 3, 60 Light Square
ADELAIDE SA 5000
Mr David Nash: Email: david.nash@tonkin.com.au
Phone: (08) 8110 2220: Facsimile: (08) 8110 228: Mobile: 0418 839 035

Note: It is imperative that the ABC Building Approval application includes the same plans/drawings which will be submitted to AAL when applying for Building Activity Consent.

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2.2.2 Applicant application for AAL Building Activity Consent

2.2.2.1 Completion of the Application for Building Activity Consent

Fill out the AAL Building Activity Consent application form (Annexure B) ensuring all information has been completed and filled in correctly. This includes, but is not limited to:

- Applicant / Lessee details
- A clear description including location and purpose of the works
- The estimated value of the building activity works.
- Estimated start and finish dates
- Drawings / Plans

Please Note: Delays in full document submission or payment of fee will result in delays in the assessment of your application.

2.2.2.2 Provision of relevant supporting documentation

Supporting documentation must comply with the Airport (Building Control) Regulations 1996. A single electronic copy of all supporting documents are required to be submitted with each Building Activity Consent application. Documentation shall be commensurate with the activity to be undertaken and should include, but not be limited to:

- Scope of Works
- Specifications
- Electronic copies of drawings / plans
- Schedule of Works
- Work, Health and Safety compliance documentation (where applicable):
 - Appropriate Safe Work Method Statement (SWMS) or Job Safety Environment Analysis (JSEA)
 - Risk register or analysis for high risk activities
 - Operator licences for EWP or high risk equipment
- Confirmation that the works comply with the following (If applicable):
 - AAL Master Plan (and incorporated Environment Strategy)
 - Major Development Plan (MDP) (as applicable)

The Building Activity Consent Application form (Annexure B) contains a checklist which must be completed in full. The checklist includes all relevant details and supporting information that is to be provided or attached in support of the proposed Building Activity.

2.2.2.3 Submission of Building Activity Consent Application

The completed Building Activity Consent application form (Annexure B) and all supporting documentation should be submitted to Adelaide Airport Limited at:

Adelaide Airport Limited, Building Approvals Officer
Email: buildingapprovals@aal.com.au
Telephone: (08) 8308 9211

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2.3 Review Phase

2.3.1 AAL review of Building Activity Consent Application

AAL will provide an email acknowledging receipt of the application and advise a BA fee invoice will be forwarded under a separate cover. Assessment may take up to 28 days from receipt of the completed application and fee. AAL will review the application in the first instance for completeness and accuracy. If, for whatever reason, the application has not been completed as per the minimum requirements, AAL will request further information and the review process will not commence until AAL is satisfied with all documentation received.

The review of the Building Activity Consent Application will be based on the content of the application including planned scope of work and all relevant supporting information provided. AAL will review the application against its' own planning objectives along with ensuring alignment against the following criteria:

- AAL Master Plan (and incorporated Environment Strategy)
- Major Development Plan (if applicable)

The outcomes of the review will be either of the following:

- Granted consent (may be subject to conditions)
- Refused consent

If Building Activity Consent is refused, a letter will be sent to the applicant explaining the reason. Examples of refusal may include inconsistency with the AAL Master Plan, Major Development Plan, AAL Environment Strategy or AAL's own planning objectives.

Please refer to the Adelaide Airport Limited [Master Plan Page](#) which includes links to the Environment Strategy and general planning and development details on the Adelaide Airport website.

2.3.2 ABC review of application

Once the ABC has received all required documentation and application fee, they will review and assess the application for compliance with the relevant codes and standards. The ABC will not issue approval (or exemption) until AAL has approved the Building Activity and provided the Building Activity Consent.

2.3.3 AAL Issuing of Building Activity Consent

Once the Building Activity Consent has been approved, AAL will notify the following parties via email:

- Applicant
- Airport Building Controller
- AAL Project Officer

Notification will contain formal approval along with the following documents:

- Building Activity Consent
- Site Rules and Conditions for Contractors (Annexure D)
- Airside Operating Conditions (if required) (Annexure E)
- Closeout Form

The Building Activity Consent will contain conditions which must be read and actioned (as applicable).

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Note: The Building Activity Consent is not approval to commence work. A Permit to Commence Work (PERCOW) is required prior to commencing any work on site.

2.3.4 Applicant completion of Building Activity Consent conditions

Approval conditions will vary depending on the nature of the building activity, the location, specific requirements and impact on AAL Operations. It is the responsibility of the applicant to ensure all conditions are actioned and any documentation must meet general compliance obligations and conditions as detailed within the AAL Building Activity Consent.

Electronic copies of required documentation (where applicable) should be provided to the AAL Project Officer prior to the commencement of works. Documentation which may be applicable prior to the commencement of works includes (but is not limited to):

- Construction Environment Management Plan (CEMP)
- Insurance certificates for contractors working on site
- WHS Documentation:
 - Safe Work Method Statements (SWMS)
 - Job Safety Environment Analysis (JSEA)
 - Copies of operator licence's (High Risk equipment)
 - Risk registers
- Works Plans for Airside
- Work zone Traffic Management Plans (WZTMP)
- Permits (see below)

2.3.5 ABC Determination

After the ABC has reviewed the online application and AAL has provided Building Activity Consent, they will then do one of the following:

- Request further information
- Grant an Exemption
- Approve the proposed building activity and issue the appropriate permit/authorisation
- Conditionally approve the proposed building activity and issue the appropriate permit/authorisation with conditions (this may also include conditions imposed by AAL)
- Refuse to issue a permit/authorisation

Note: ABC Approval will not be granted until the required ABC fee has been paid.

2.4 Approval Phase

2.4.1 AAL Issuing of PERCOW

AAL must be satisfied that all requirements have been met and any Building Activity Consent approval conditions completed (where required) before formally providing a Permit to Commence Works (PERCOW). Once satisfied, and following the Airport Building Controller's issue of the appropriate Building Approval (or exemption), the allocated AAL Project Officer will issue a Permit / Conditional Permit to Commence Works (PERCOW) allowing works to commence.

Note: You MUST obtain a PERCOW before commencing work. Failure to comply will result in AAL stopping all works, and potential site shutdown until all permits have been obtained.

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The PERCOW may detail specific conditions, site restrictions, requirements and procedures applicable before you can formally commence building works. Subject to all requirements and conditions being addressed, AAL will issue a PERCOW and the contractor must comply with all conditions. The PERCOW only authorises the commencement of work. During the construction stage there are a range of specific permits that the contractor or builder may be required to obtain depending on the nature of the works. See section below for further details.

2.4.2 Applicant application for local Work Permit(s)

Depending on the nature of the building activity, the location, specific requirements and impact on AAL Operations, a local Works Permit may be required for the following:

- Excavation
- Isolation, connection, disconnection
- Hot Works
- Confined Space
- Asbestos Work
- Cranes

Local Works Permits will need to be requested and approved prior to commencement of works with 7 days' notice required for major service / high risk activities and 2 days' notice for minor service / low risk activities. It is the responsibility of the applicant to liaise with the assigned AAL Project Officer who will provide guidance on the process to follow for submitting a local works permit request (and the expected timeframe for assessment based on the activity requirement) to ensure the appropriate permit is requested and approved prior to works commencing.

2.5 Works Phase

2.5.1 Applicant / Contractor commencement of Works

After the PERCOW has been issued and any required Works Permits issued, works can formally commence. The applicant must ensure that all works are conducted in a safe and secure manner as well as ensuring compliance with all approval conditions. Only those works approved by AAL and the Airport Building Controller are authorised to be carried out.

2.5.1.1 Guidance during Works

The nominated AAL Project Officer will be available to liaise with the applicant and contractor(s) identified on the approval and provide guidance in relation to the works. Guidance may consist of activities including (but not limited) to the following:

- Coordination of:
 - Site Inductions
 - Airside Access
 - Security Passes
 - Escorts
 - Additional Permits
 - Drug & Alcohol Management Plan (DAMP)
- Liaising with the applicant to ensure completion of approved works only
- Ensuring General compliance with the conditions of approval, in particular:
 - Construction Environment Management Plan

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- Works plans for airside
- Traffic Management plans
- Ensuring compliance with airport operational and safety requirements
- Work site being managed in a clean, tidy and safe manner

2.5.1.2 Inspections

In accordance with the Airports (Building Control) Regulations, the Airport Building Controller may require inspections at specified stages of construction. In addition, AAL may carry out inspections of building sites to ensure that works are proceeding in accordance with the conditions specified on the Building Activity Consent and the PERCOW. If non-compliance to specified conditions is evident, AAL may close down the site until these breaches are corrected to the satisfaction of AAL, at the contractor's cost.

Note: A complete set of endorsed, approved drawings, specifications, a copy of all permits and Building Approvals must be available on site for inspection and verification.

2.6 Closeout Phase

2.6.1 Performing Closeout Activities

2.6.1.1 Notifying AAL of Completion of Works

At the completion of the activity, the applicant is required to notify the AAL Project Officer as soon as possible of the completed works. The AAL Project Officer will then inspect the work site or tenancy as required to ensure the work has been carried out as per the approved PERCOW and Building Activity Consent.

The applicant is required to leave the site in a safe and clean state as per the Site Rules and Conditions for Contractors (Annexure D).

2.6.1.2 Obtaining appropriate compliance ABC Certificate

One of the final steps of the ABC Building Approval Process is the application for an appropriate Certificate of Compliance from the Airport Building Controller (as required):

- Certificate of Compliance for Occupancy: allows the premises to be occupied
- Certificate of Compliance for Use: allows engineering or electrical works to be used

Note: Until a relevant Certificate of Compliance has been issued by the ABC, the building or works must not be occupied or used. Please refer to the ABC for further details.

2.6.1.3 Submission of As Constructed Records

All documentation required to be completed by the applicant shall be submitted to AAL through the Project Officer within 14 days of the completion of works. Documentation will include where required:

- As constructed drawings
- Survey Detail
- Essential Safety Provision certificates
- Certificates of Occupancy
- Other certificates
 - Engineering

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- Certificate of Conformance
- Test sheets
- Commissioning records
- Trade Waste certificate etc.
- Details of any installed meters
 - Electricity, water or gas
- Details of the company that completed the works

AAL will then assess the documentation and respond to the applicant if incomplete, with details of outstanding items to be rectified by the applicant/client.

2.6.1.4 Closing out Building Activity

At the completion of the works, the applicant is required to complete a Close out form (Annexure C) and submit to the AAL Project Officer.

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3 Annexures

Annexure A Activities Requiring Building Activity Approval

BA Type	Description	Examples
Construction	Building or assembling of infrastructure	<ul style="list-style-type: none"> • New Terminal • New Car Park • New Building / Warehouse / Storeroom • New Roof / Modifications to roofing • New Wall / New Cladding
Demolition / Removal	Tearing down, destroying, dismantling or removing of buildings or other man-made structures.	<ul style="list-style-type: none"> • Buildings • Structures • Land Clearing / Earthworks / Excavation • Carpark island removal • Sign removal • Wall removal • Asbestos removal
New Installations	The installation, improvement and maintenance of structures, machines, plant, equipment, tools, systems and components which may or may not have had design and building involved.	<ul style="list-style-type: none"> • Roller Doors / Warehouse doors • Sliding Doors • Chillers • Roof Vents • Gates / Boom Gates • Turnstiles
Environmental	Surrounding site conditions: investigation of soil, tree/vegetation, excavation of materials that are on the ground	<ul style="list-style-type: none"> • Landscaping • Soil disruption • Land clearing • Drilling of soil bores • Tree removal • De-watering (Groundwater)
Fitout	Making interior spaces suitable for occupation.	<ul style="list-style-type: none"> • New fitout • De-fit
Information & Communication Technology	Works on communication technology, wireless signals and computer networks. Includes new installations of cables or IT infrastructure as installations within existing infrastructure.	<ul style="list-style-type: none"> • Network/data cable works • Telecommunications cable / service works / Optical fibre works • WIFI • IT Infrastructure • Telecommunications equipment • Works within the Comms Room • CCTV and any new cabling required • Towers, Antennas, masts, aerials

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BA Type	Description	Examples
Infrastructure	Basic physical structures and facilities built at the Airport	<ul style="list-style-type: none"> • Roads • Paving / Pavements / Footpaths / Slabs / Padding / Footings • Aprons • Runways / Taxiways • Fencing • Retaining Walls • Bollards • Monitoring Wells
Signage	Signs collectively, especially commercial or public display signs; Includes new signage or upgrades to existing signage	<ul style="list-style-type: none"> • Wayfinding signs / notices • Advertising signs / devices • Powered advertising signs
Utilities	Works primarily related to the provision of Gas, Electrical, Water, Sewerage, Stormwater, Mechanical or Thermal systems.	<ul style="list-style-type: none"> • Stormwater drainage • Metering for water, electricity, gas • Services (New or Modifications to) / Conduits for supply • Stormwater pipeline • Switchboards • Solar Power Installations

If unsure if a Building Activity Approval is required, please contact the Building Approvals Officer.

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Annexure B Building Activity Consent Application Form

APPLICATION FOR BUILDING ACTIVITY CONSENT



This application is covered under the Airport Act 1996 and the Airport (Building Control) Regulation 2.03

OFFICE USE ONLY

Date Received:

BA Number:

APPLICANT DETAILS

Name:

Postal Address:

Contact Person:

Email:

Telephone:

Facsimile:

LESSEE DETAILS (IF NOT APPLICANT)

Name:

Postal Address:

Contact Person:

Email:

Telephone:

Facsimile:

BUILDING ACTIVITY

Location of Works:

Description of Works:

Purpose of Works:

Estimated Start Date:

Estimated Completion Date:

BUILDING CONTRACTOR

Name:

Postal Address:

Contact Person:

Email:

Telephone:

Facsimile:

The contents of this form are confidential. If you are not the intended recipient, you must not disclose or use the information contained in this form. Please advise us by telephone 8308 9211 immediately and shred the document.

APPLICATION FEE

Estimated Value of Building Activity: \$ _____

- Fee Amount:
- \$350 (Value under \$10,000)
 - \$500 (Value between \$10,000 and \$50,000)
 - \$700 (Value between \$50,000 and \$100,000)
 - \$1000 + 0.15% (Value of the balance in excess of \$100,000)
 - AAL project

WORKS COMPLY WITH

Complete this section in full

Masterplan: Yes Not Applicable

Environmental Strategy: Yes Not Applicable

MDP (as applicable): Yes Not Applicable

SIGNATURE OF OWNER OR AGENT

Signature

Date

ATTACHED DOCUMENTS (PLEASE LIST ALL SUPPORTING DOCUMENTS BELOW)

All contractors working on Adelaide Airport must provide evidence of appropriate insurances including:

- Public and Product Liability Insurance
- Work Cover/Workers Compensation Insurance
- Contract Work Insurance (indemnifying AAL and the Commonwealth of Australia)

The contents of this form are confidential. If you are not the intended recipient, you must not disclose or use the information contained in this form. Please advise us by telephone 8308 9211 immediately and shred the document.

5.	Electrical	Application for electrical supply required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Meter provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Electrical maximum demand & supply	Number of Phases: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Amps Per Phases: Total Power Demand: kwh <input type="checkbox"/> N/A		
6.	Lighting	Details of all internal lighting have been provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Details of all external lighting has been provided and is compliant with MOS 139	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7.	Communications	Telecommunication requirement has been provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8.	Hydraulics	Domestic water:			
		Connection required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Meter provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Demand (size of supply or flow rate)		
		Recycled water:			
		Connection required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Meter provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Demand (size of supply or flow rate)				
Sewerage:					
Connection required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
Demand (size of supply or flow rate)				
Fire water:					
Connection required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
Demand (size of supply or flow rate)				
		Confirmation that backflow prevention devices are to be installed on all water supply pipe work within a tenancy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
9.	Stormwater	Drainage plan is provided including: <ul style="list-style-type: none"> • Layout and levels of all pits and pipes • Catchments adequately defined • Any provision to intercept water flowing onto site from beyond its boundaries • Locations, levels and details of all stormwater treatment measures • Location, volume and level of any proposed points of discharge to AAL system 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
10.	Fire Engineering	This project requires a Fire Engineering Solution	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

The contents of this form are confidential. If you are not the intended recipient, you must not disclose or use the information contained in this form. Please advise us by telephone 8308 9211 immediately and shred the document.

11.	Gas	Connection required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Meter provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Demand			
		Will you be installing any gas appliances for cooking or otherwise?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
12.	Exhaust / Vents / Ventilation	Do you intend on installing any ventilation equipment e.g. fans, hoods, etc?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		If yes, please provide detail Location				
		Discharge rate(s)				
13.	Radio Interference	Will the project generate any potential radio interference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		If yes, demonstrate ACMA Compliance				
		Licence Details				
		Frequency				
		Band				
		Transmission Power				
		Antenna Height & Location m				
14.	Security	Is the project located in a Security Restricted Area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Is the project located in a Customs Controlled Area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Is the project located in a Sterile Area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Will the project require a change to the Airside fence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Details of fencing, security in design, bollards, CCTV, access control, etc, provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
15.	Structure	Demolition of structures is proposed and details are provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Does this project include the addition of permanent equipment onto existing structures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		If yes, please provide details Location:..... Load:				
		Does this project require the use of heavy plant onto existing structures or terminal forecourt during construction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		If yes, please provide details Location:				
		Load:				
		Plant:				
		Are there requirements for any new penetrations in the floor / wall / roof?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		If yes, please provide details Location:				
		Size:				
		Material:				
16.	DDA	Does the proposed design comply with the current building code regulations as well as the intent of the Disability Discrimination Act 1992?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	

The contents of this form are confidential. If you are not the intended recipient, you must not disclose or use the information contained in this form. Please advise us by telephone 8308 9211 immediately and shred the document.

17.	Environment and sustainability	Details of all measures incorporated to demonstrate sustainability initiatives provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Design complies with Section J of the Building Code of Australia	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Method and capacity of rainwater harvesting has been provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Does your project include landscaping? If yes, does it comply with the Environmental Strategy and Guidelines?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Will the project involve the removal of any trees?	If yes, please provide details		
18.	Excavation	Does the development include excavation? Note: An Excavation Work Permit is required prior to any excavation works	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
			If yes, please provide details Maximum depth:		
		Will you be importing fill material (sand/soil/rock) onto the Airport from an external location?	If yes, please provide details		
19.	Waste Management	Trade Waste Form has been provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Proposed grease traps and/or interceptors provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
		Details of waste management during construction and after construction have been provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
20.	Asbestos	Has the asbestos register for the building/infrastructure been reviewed? Note: An Asbestos Work Permit is required prior to any maintenance or removal works	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
21.	Dust, Fumes or Odours	Could your construction or operational activities produce dust, fumes or odours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
			If yes, please provide details		
22.	Fuel, Toxic and Hazardous Material Storage	Details of any fuel, toxic and hazardous material storage during construction or site operation have been provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

The contents of this form are confidential. If you are not the intended recipient, you must not disclose or use the information contained in this form. Please advise us by telephone 8308 9211 immediately and shred the document.

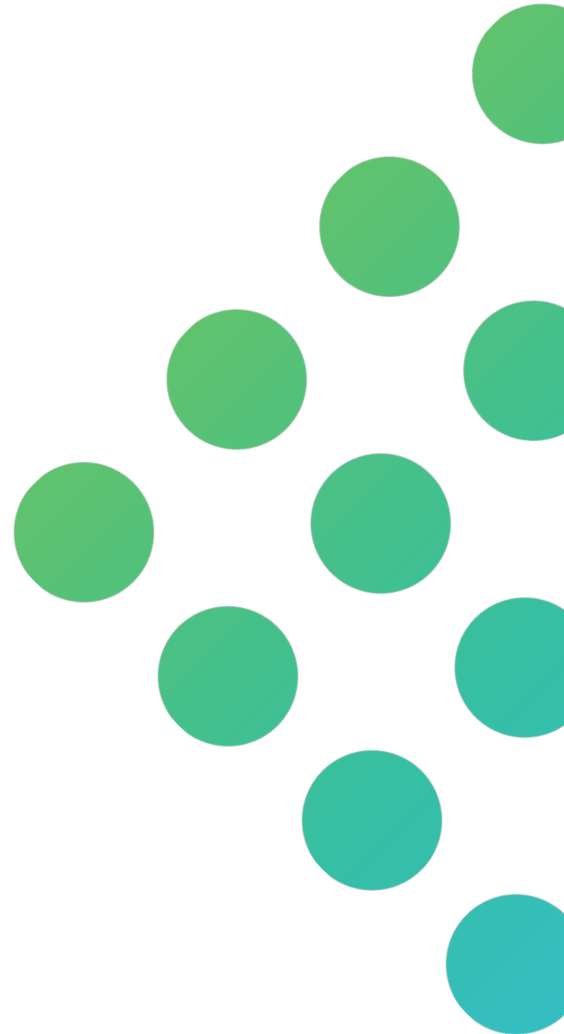
23.	Construction activity	Proposed hours of construction activity			
		Is a crane and/or lifting platform required? Note: A Crane Permit is required prior to any crane operation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If yes, please provide details
		Does construction include hot works, including but not limited to welding, grinding? Note: A Hot Work Permit is required prior to any hot works activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Does construction include access to confined spaces? Note: A Confined Space Work Permit is required prior to works commencing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Proposed location of waste skips or compactor units provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	

Note: Please provide supporting documentation as appropriate. All contractors working on Adelaide Airport must provide evidence of appropriate insurances including:

- Public and Product Liability Insurance
- Work Cover/Workers Compensation Insurance
- Contract Work Insurance (indemnifying AAL and the Commonwealth of Australia)

AAL Building Activity Application Package

Annexure C Building Approval Close out Form



BUILDING APPROVAL CLOSE OUT PHASE



This form shall be submitted to AAL by the applicant at the completion of the approved works to notify AAL of the works completion.

DETAILS OF THE BUILDING APPROVAL ACTIVITY

Applicant

Activity

BA No

Location

Contact Name

Phone No

The above mentioned works have been completed or will be completed on the following date / /

The following documents have been attached

As Building Drawings

Inspection Certificate

Other (please specify)

SIGNATURE OF APPLICANT / CONTRACTOR

Signature

Date

AAL OFFICE USE ONLY

Task	Actioned YES / NO	Date	AAL Manager (Insert Name)
Site Inspection Conducted			
Site Inspection Approved			
As Builts Received			
As Builts Approved			

AAL Building Activity Application Package

Annexure D Site Rules and Conditions for Contractors
- Adelaide Airport
- Parafield Airport



SITE RULES AND CONDITIONS FOR CONTRACTORS

Adelaide Airport Limited

**Site Rules and Conditions for Contractors
ADELAIDE AIRPORT LIMITED**

SOP No.	Procedure	Revision	Document Owner	Date Amended
659	Site Rules and Conditions- Adelaide	Approved Revision : 1.0	Project Assurance & Coordination Manager	15/07/2020

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1. GENERAL

This document has been prepared to ensure that the following rules and conditions are observed by contractors, sub-contractors and their Workers (all of whom are referred to as "the Contractor") when working at Adelaide Airport. Adelaide Airport Ltd, and its successors or assignees, are referred to as "AAL".

These site rules and conditions are designed to complement the appropriate legislation, rules, standards and practices for construction, occupational health, safety and environment and not to substitute in any way for the duty of care owned by the Contractor under common law, statute law, Australian Standards or relevant rules and practices.

The Contractor must ensure so far as is reasonably practicable that all work is performed in a manner that does not pose a risk to the health and safety of any Worker or other person at the Airport or a risk of damage to property on the Airport.

AAL considers it essential that a healthy and safe place of work for all staff, Contractors and visitors to the Airport is maintained at all times. Failure to comply with the conditions of this document may result in AAL recommending that the Airport Building Controller issue a stop work order or the Airport Building Controller may do so of his own power and discretion.

The Contractor's attention is drawn to the fact that a reference to "the works" has the full scope of meaning defined at the end of this document.

2. BUILDING CONSENT AND APPROVAL

Prior to building activity commencing at Adelaide Airport, the works shall be approved under the Airports (Building Control) Regulations, 1996. Approval will be in the form of several documents all of which may contain conditions that need to be strictly complied with throughout the duration of works. Approvals issued are as follows:

- Building Consent, issued by AAL
- Building or Works Permit issued by the Airport Building Controller
- Permission to Commence Works (PERCOW), issued by AAL when appropriate
- Where applicable, the additional activity specific permits specified later in this document and to be issued by AAL

These approvals must be issued prior to the works commencing on site and will include conditions which will complement those contained in this document. The Contractor must notify AAL seven (7) working days prior to site establishment on the Airport.

Building Approval Documentation for the purposes of this document means the AAL Building Consent, the Airport Building Controller Building or Works Permits, the PERCOW and (where applicable) the activity specific permits from AAL.

3. ENVIRONMENTAL CONTROLS

The Contractor must comply with all applicable statutory requirements and any Commonwealth or South Australian laws and regulations in addition to all AAL policy and requirements to minimise any pollution, noise or waste, which includes the control of storm water run-off and storage of fuels.

The Contractor shall take all practical precautions to minimise noise, dust and/or other environmental nuisance arising out of or resulting from any activity associated with the works. Where these construction issues are likely to be or are proven to be disruptive to normal airport activity the Contractor may be directed to stop work and/or amend the work practices or program to minimise the impact.

The Contractor must comply with all conditions of the Building Consent, Permission to Commence Works (PERCOW), the Construction Environmental Management Plan (CEMP) and any other permit relating to the works. The CEMP will be subject to audit by AAL Environmental staff.

4. GENERAL WORK HEALTH AND SAFETY OBLIGATIONS

The Contractor must:

- comply with the WHS Act and Regulations, including WHS Regulations relating to Construction Work;
- manage risks to health and safety in accordance with the WHS Act and Regulations including:
 - identifying all hazards and assessing all risks associated with performing the works and implementing appropriate measures to eliminate or control all such hazards and risks prior to commencing, and throughout, the performance of the works;
 - preparing any job safety analysis (JSA) for all tasks performed as part of the works;
 - preparing Safe Work Method Statements (SWMS) and WHS Management Plans as required by the WHS Regulations where applicable;
- provide and maintain safe systems of work at all times when performing the works;
- take reasonable steps to ensure that Workers comply with any reasonable direction of AAL in relation to health and safety; and
- provide all information, training, instruction and supervision necessary to Workers to ensure the works are performed in a manner that does not pose a risk to the health and safety of any person;
- participate in WHS Audits as required by AAL.

5. INDUCTION

Inductions are required for all Workers working at Adelaide Airport. Inductions must be tailored for individual projects and address those issues that are likely to be encountered throughout the duration of works. Where Contractors are entrusted with the ongoing induction of subcontractor and other Workers, Contractors are to maintain a record of inductions that is available to AAL upon request.

Inductions will be conducted in T1 at the Pass Issue Office or online at <https://aal.e3learning.com.au/>.

6. RESTRICTED AREAS AND TIMES

Some sites at Adelaide Airport have restricted areas, access times and working hours. The Contractor must comply with these restrictions which will be specified in the Building Approval Documentation.

Airside security procedures are to be maintained at all times and additional site access and security requirements may be specified in the AAL Building Consent. Special conditions apply to Airside work and are defined in the document entitled "AAL Airside Operating Conditions for Contractors".

The Contractor and any Workers engaged by the Contractor are obliged to understand the distinction between "Landside" parts of the airport and "Airside" parts of the airport for the purposes of the Airports Act 1996 (Cth) and to comply with all of the requirements of the Airports Act 1996 (Cth) and any other law in relation to works performed on and associated activities and entry into and exit from Landside parts of the airport and Airside parts of the airport.

7. AUSTRALIAN BORDER FORCE (ABF) REQUIREMENTS

International aircraft at Adelaide Airport and their passengers are subject to Customs, Health and Quarantine laws and regulations. No contact is permitted with passengers prior to the passengers being cleared by the relevant agencies within Terminal 1.

Access into the Customs area is restricted to only those approved by AAL and ABF.

8. SECURITY AND EMERGENCY PROCEDURES

The Contractor and all Workers engaged by or under the Contractor in connection with the works, must familiarise itself and themselves with AAL's Emergency Procedures prior to commencing any work on the site. This familiarisation must include the location of any warning systems, emergency equipment and fire protection equipment. The Contractor must at all times allow adequate access for fire and emergency services and other vehicles responding to incidents at any airport building, facility or area. In the event of an aviation emergency, the Contractor may be required to vacate the site until the emergency concludes.

The Contractor must comply with the Security restrictions and procedures applicable to certain areas and zones within the Airport and Terminal Buildings.

Prior to a Contractor conducting any works within a restricted area the Contractor and any relevant Worker must be an ASIC holder and have completed the necessary induction program.

All 'tools of trade' need to be booked in through southern and northern screening points and accounted for on departure.

Any Contractor entering T1 to complete facility maintenance as instructed by AAL must have an ASIC or be accompanied by an AAL staff member and the ADM must be notified of their presence within T1 after normal business hours.

The ADM will check the work area to ensure the area is safe and secure and all 'tools of trade' are under immediate supervision of the Contractor.

Contractor Workers may carry tools into a sterile area provided:

- The item is necessary to fulfil a required function within the sterile area
- AAL and the designated screening authority, (as appropriate) have approved the carriage of the item (this may be in the form of a general approval to alleviate the need for on-going individual approvals)
- The item(s) are entered in the 'tools of trade' register prior to entering the 'sterile area'
- The item (s) are not accessible to members of the public (e.g. this may involve the item being carried in a secure manner on the person; being chained to an immovable part of the work area; and/or ensuring the item is under 'constant supervision' i.e. line of sight and immediately accessible)

Where the construction of hoarding is required then access to the construction/fit out site is required to be controlled. As a rule, when works are being carried out then hoarding access needs to be secured internally and where works have completed for the shift hoarding needs to be secured externally.

9. KEYS

If access is required through controlled AAL doors or gates for which a key is required, a key may need to be issued from the Gate J office or T1 Administration Office. Keys are issued on a short term or long

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term basis depending on requirements and at the discretion of the AAL Project Officer. Keys issued on a short term (daily) basis must be signed out and returned by 1700 that same day or as previously arranged.

Keys issued on a long term basis will require the completion of an official application process and will be subject to AAL fees including the payment of a deposit.

Security keys that are lost may require the changing of some or all locks at the Contractor's cost.

10. AAL ACTIVITY PERMITS AND APPLICATION TIMEFRAMES

Specific AAL Permits will be required for the following work and the permits must be obtained not less than two (2) days for minor works or seven (7) days for major works and crane applications prior to scheduled commencement of the work:

- Excavation
- Crane
- Hot Work
- Services Isolation / Connection
- Electrical Access;
- Confined Space Entry
- Asbestos

The Contractor must not commence any of the above activities until the appropriate permit is issued by AAL.

10.1 Excavation Permit

AAL has a strict excavation procedure to ensure the safety of all Contractors, Workers and other persons on site and to mitigate the risk of interruption to services to AAL's tenants and the airport operation.

All excavations must be approved through the AAL Works Permit procedure prior to any excavation works commencing on site. Conditions may be applied to AAL Excavation Permits if the Contractor is working in close proximity to existing services. The Contractor may be required to locate and expose any services at the discretion of AAL by non-mechanical means before a permit is issued.

It is the Contractors responsibility to obtain full information regarding all existing services on the site and to verify any information supplied by AAL and AAL will have no responsibility for the accuracy of any information supplied by it.

10.2 Construction Equipment and Height Limitations

AAL will specify in the Building Approval Documentation or otherwise in writing if any height restrictions apply to the work, including the use of cranes. Crane operation in the vicinity of the Airport for lifting or erection, must be approved by AAL through the issue of a crane permit, prior to its use.

10.3 Hot Works

A Hot works permit will be required for all activities involving hot works including but not limited to welding, grinding. Oxy acetylene and gas heating for vinyl floor installation etc.

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The contractor is to obtain a Hot Work Permit form the AAL nominated Project Officer prior to commencing any Hot Works Activities.

Fire protection equipment and systems must be maintained at all times to requirements of relevant Australian Standards, Codes, Laws and Regulations.

10.4 Services Isolation and Connection

Where connections or disconnections are required by the Contractor to AAL's electrical, water, sewer, storm water drainage services or any other utility on the site, approval from AAL must be obtained prior to work commencing and all necessary isolation/connection approvals must be obtained from the AAL nominated Project Officer.

A specific AAL permit will be required for any work associated with isolation/connection and the permit must be obtained not less than two (2) days for minor services and seven (7) days for major services prior to scheduled commencement of the work. A risk assessment must be conducted by the AAL nominated Project Officer for any planned major service shutdown. Up to thirty (30 days' notice may be required for a permit request to be approved dependent on the services and stakeholders impacted.

The location of any services and structures shown on any AAL drawings are approximate only and it is the responsibility of the Contractor to verify exact locations.

If any service or structure is damaged the Contractor must immediately notify the AAL nominated Project Officer and the Contractor shall be responsible for the full cost of any necessary repairs.

All electrical work and equipment must comply with relevant Australian Standards, the South Australian Electrical Code of Practice (where applicable), the WHS Act and Regulations and AAL standards and rules.

10.5 Electrical Access

Where access is required to electrical equipment the AAL Project Officer or nominated representative will issue to the contractor an Electrical Access Permit to allow access and commencement of works. The contractor will be required to isolate, lock and tag the equipment that they are working on and in some instance AAL may also apply a duplicate set of locks and tags.

Lock out, danger tag or any other isolation procedures must be strictly adhered too. Isolation equipment such as locks or danger tags are not to be removed without the permission of AAL nominated officer. Positive isolation checks must be completed before any work commences.

10.6 Confined Space Entry

Where access to a Confined Space is required by the Contractor to AAL's infrastructure including electrical pits, water valves, sewer pump stations, Air conditioning ducts, storm water drainage pits or any other Confined Space on the site, approval and permits must be obtained from the AAL nominated Project Officer prior to work commencing.

Confined Spaces are identified with regulatory signage where appropriate with all remaining locations recorded on a Confined Space Register, check with the AAL Project Officer if unsure. Only contractors who are suitably qualified to enter confined spaces shall be permitted and evidence will be requested prior to any permits being issued.

10.7 Asbestos

An Asbestos Work Permit is to be completed and signed by the Environment Manager prior to any maintenance or removal works being done on or in the area of known or suspected ACMs.

Contractors must ensure all appropriate PPE (including respirators) is available and worn by company personnel working on ACMs. Respirators must be cleaned, maintained and properly stored.

All documentation relating to asbestos registers, testing, removal, permits and waste disposal must be recorded and forwarded to AAL's Environment Manager.

11. ASBESTOS REGISTER

AAL has an Asbestos register of the location of hazardous asbestos material on the Airport within AAL buildings and facilities. The register must be consulted by the Contractor prior to the commencement of work on these buildings and facilities.

If asbestos is found it is to be reported to the AAL Project Officer immediately who will determine what is required to make safe.

12. CONTRACTOR COMPOUND

The location and size of the Contractor's compound and storage areas must be approved by AAL prior to commencement of work on the site. No materials or equipment are allowed within 3 metres on the landside or 2 metres on the airside of an airside security perimeter fence. Establishment of a construction compound may be subject to a separate Building Approval.

13. SITE FACILITIES

No temporary buildings or containers will be allowed on site except with the written approval of AAL Project Officer and the Airport Building Controller. The installation of temporary buildings is subject to the Building Approval process.

14. CONSTRUCTION SIGNAGE

Signage can only be installed after written approval is obtained from the AAL Project Officer.

15. HOUSEKEEPING

Appropriate containers for the storage and collection of rubbish complete with lids or covers must be provided by the Contractor at the work site. The Contractor is responsible for the proper disposal and removal of all rubbish from the work site.

Other areas of the Airport, including pavements which are affected as a consequence of carrying out the works are to be kept clean at all times by the Contractor.

At the completion of the works, the site must be left clean and tidy and the area restored to the satisfaction of the AAL Project Officer.

16. HAZARDOUS SUBSTANCES

Where any hazardous substances are to be used by the Contractor suitable information such as material safety data sheets must be provided at the work site. Planning for adequate safeguards including, but not limited to, personal protective equipment must be completed prior to the works being undertaken. The Contractor must inform AAL of hazardous substances prior to them being used. The use of hazardous material on airport must be approved by the AAL Project Officer prior to its use.

17. PLANT, TOOLS, VEHICLES, MACHINERY AND EQUIPMENT

Workers operating plant, tools, vehicles, machinery and equipment shall be in possession of current appropriate licenses. Licenses are those required by South Australian Law.

Contractors are to ensure that the plant and equipment comply with the requirements of the WHS Act and Regulations and other applicable legislation and standards including all environmental related criteria.

Contractors will be required to provide a copy of high risk licenses to the AAL Project Officer before commencing on site.

18. VEHICLES

The Contractor's vehicles are to be parked in the location nominated by AAL Project Officer and this would generally include a requirement to be contained within the lease boundary or the construction compound. Vehicle access routes may also be specified.

The Contractor is to notify AAL of the number and type of vehicles used in connection with the works and ascertain if any restrictions will apply.

19. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Contractor must comply with the provisions of the WHS Act and Regulations relating to use and maintenance of PPE. It is a contractor's and Worker's responsibility to ensure no safety breaches occur. Adelaide Airport staff will monitor and report compliance with these standards.

PPE should include suitable:

- Appropriate Clothing
- Closed in Footwear
- Hearing protection
- Eye protection
- Wearing of High Visibility Vests at all times

as a minimum.

20. ROOF ACCESS

Access to the roof of certain buildings constitutes access airside. Accordingly, access to roof areas is controlled. Approval to access any roof area must be provided by the AAL Project Officer.

21. TRAFFIC MANAGEMENT

Effective traffic management is vital to personal safety in high traffic areas especially where unfamiliar conditions exist.

Contractors must comply with all procedures, directions and plans stipulated by AAL in relation to traffic management. To the extent that the works are performed in public or trafficable areas, the Contractor must develop a traffic management plan that complies with the WHS Act and Regulations and any relevant Australian Standards, Codes and regulations. The Contractor's traffic management plan must be submitted and approved by AAL Project Officer before it is implemented.

Parking at the kerbside of the Terminals is strictly prohibited.

22. ALCOHOL AND OTHER DRUGS

All Contractors who perform work on the Airport must comply with the AAL Drug and Alcohol Management Policy. Contractors and Workers are also subject to random testing by AAL.

AAL may request a Contractor to remove from site any Worker if it is considered that they are suffering the effect of alcohol or other drugs and/or fatigue and following a serious incident.

23. SMOKING

Smoking is prohibited at all times in all AAL buildings including the terminals and on the airside.

24. COMMUNICATIONS EQUIPMENT

The Contractor must ensure that any two-way radio system or other forms of communication on the Airport site do not cause interference with Airservices Australia or airline communications equipment and must hold and provide if requested by the AAL Project Officer evidence of relevant ACMA licences.

25. CONTRACTOR WORK PLAN

The Contractor's work must not have an adverse effect on landside or airside activity or on users of the Airport. This condition includes the requirement to maintain clear vehicular and pedestrian access to all areas of the Airport and to ensure the safety of airport users. The Contractors staging plan and detailed construction program is to make adequate provision to comply with this condition. A copy of the Contractors staging plan and detailed construction program is to be given to AAL Project Officer prior to commencing work on site.

26. INFORMATION SHARING AND AUDITING

The Contractor must at any time provide AAL with any information requested by AAL to assist AAL in assessing whether the Contractor is complying with these Site Rules and Conditions, including:

- documentation and records evidencing the Contractor's compliance with any aspect of these Site Rules and Conditions
- at the Contractor's expense, an independent verification by a suitably qualified expert, acceptable to AAL, verifying the Contractor's compliance with these Site Rules and Conditions

- the Contractor's incident investigation report and any related documents for all Notifiable Incidents occurring in relation to the performance of the works

AAL may at any reasonable time review, inspect, audit or otherwise observe the Contractor's health and safety systems, work practices and procedures related to the performance of the work.

The Contractor must notify AAL immediately in writing of anything or circumstance affecting the Contractor's ability to perform the work in accordance with these Site Rules and Conditions.

The Contractor must notify AAL immediately of any Notifiable Incident occurring in relation to the performance of the work.

27. CONTRAVENING RULES AND CONDITIONS

If in the opinion of AAL, any Worker of the Contractor contravenes these rules and conditions, the Contractor may be directed to remove the Worker from the site. A Safety Correction Action Request (SCAR) may be issued for any safety breach. Any directions issued by AAL with respect to its conditions must be complied with.

The following guidelines apply in relation to minor breaches and major breaches of these Rules and Conditions but AAL reserves the right in its absolute and unfettered discretion to require immediate removal and permanent removal of any Worker having regard to the particular circumstances applying to the relevant contravention of the Rules and Conditions.

27.1 Minor Breach

1st offence	24 hr removal, full re induction
2nd offence	As above plus final warning
3rd offence	Permanent removal

27.2 Major Breach

1st offence	Site shutdown Full investigation Work plan to rectify
2nd offence	As above plus full review with Contractor Management.

28. DEFINITIONS

ACM means asbestos containing materials. Referred to as either friable or bonded.

Construction Work has the meaning given in regulation 289 of the WHS Regulations.

JSA means a documented job safety analysis, which identifies hazards and risks associated with a task and sets out the method for performing the task without risks to health and safety so far as is reasonably practicable.

Notifiable Incident has the meaning given by section 35 of the WHS Act.

Safe Work Method Statement means a safe work method statement prepared in accordance with regulation 299 of the WHS Regulations.

WHS Management Plan means a management plan required to be prepared in relation to Construction Work in accordance with chapter 6 part 4 of the WHS Regulations.

WHS Act means the *Work Health and Safety Act 2012* (SA).

WHS Regulations means the *Work Health and Safety Regulations 2012* (SA).

Works means:

- a. Any Construction Work; and
- b. Any Work which comprises a building activity for the purposes of the Airports Act 1996 (Cth) or any Commonwealth or South Australian laws or regulations applicable to activities at the airport.

Worker means anyone carrying out work for a Contractor of AAL and includes employees, contractors, subcontractors, employees of contractors or subcontractors, labour hire workers, apprentices, trainees, work experience students and volunteer.

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SITE RULES AND CONDITIONS FOR CONTRACTORS

Parafield Airport Limited

Site Rules and Conditions for Contractors

PARAFIELD AIRPORT LIMITED

SOP No.	Procedure	Revision	Document Owner	Date Amended
657	Site Rules and Conditions-Parafield	Approved Revision : 1.0	Project Assurance & Coordination Manager - Project Assurance & Coordination Manager	15/07/2020

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1 GENERAL

This document has been prepared to ensure that the following rules and conditions are observed by contractors, sub-contractors and their Workers (all of whom are referred to as "the Contractor") when working at Parafield Airport. Parafield Airport Ltd, and its successors or assignees, are referred to as "PAL".

These site rules and conditions are designed to complement the appropriate legislation, rules, standards and practices for construction, occupational health, safety and environment and not to substitute in any way for the duty of care owned by the Contractor under common law, statute law, Australian Standards or relevant rules and practices.

The Contractor must ensure so far as is reasonably practicable that all work is performed in a manner that does not pose a risk to the health and safety of any Worker or other person at the Airport or a risk of damage to property on the Airport.

PAL considers it essential that a healthy and safe place of work for all staff, Contractors and visitors to the Airport is maintained at all times. Failure to comply with the conditions of this document may result in PAL recommending that the Airport Building Controller issue a stop work order or the Airport Building Controller may do so of his own power and discretion.

The Contractor's attention is drawn to the fact that a reference to "the works" has the full scope of meaning defined at the end of this document.

2 BUILDING CONSENT AND APPROVAL

Prior to building activity commencing at Parafield Airport, the works shall be approved under the Airports (Building Control) Regulations, 1996. Approval will be in the form of several documents all of which may contain conditions that need to be strictly complied with throughout the duration of works. Approvals issued are as follows:

- Building Consent, issued by PAL
- Building or Works Permit issued by the Airport Building Controller
- Permission to Commence Works (PERCOW), issued by PAL when appropriate
- Where applicable, the additional activity specific permits specified later in this document and to be issued by PAL

These approvals must be issued prior to the works commencing on site and will include conditions which will complement those contained in this document. The Contractor must notify PAL two (2) working days prior to site establishment on the Airport.

Building Approval Documentation for the purposes of this document means the PAL Building Consent, the Airport Building Controller Building or Works Permits, the PERCOW and (where applicable) the activity specific permits from PAL.

3 ENVIRONMENTAL CONTROLS

The Contractor must comply with all applicable statutory requirements and any Commonwealth or South Australian laws and regulations in addition to all PAL policy and requirements to minimise any pollution, noise or waste, which includes the control of storm water run-off and storage of fuels.

The Contractor shall take all practical precautions to minimise noise, dust and/or other environmental nuisance arising out of or resulting from any activity associated with the works. Where these

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construction issues are likely to be or are proven to be disruptive to normal airport activity the Contractor may be directed to stop work and/or amend the work practices or program to minimise the impact.

The Contractor must comply with all conditions of the Building Consent, Permission to Commence Works (PERCOW), the Construction Environmental Management Plan (CEMP) and any other permit relating to the works. The CEMP will be subject to audit by PAL Environmental staff.

4 GENERAL WORK HEALTH AND SAFETY OBLIGATIONS

The Contractor must:

- comply with the WHS Act and Regulations, including WHS Regulations relating to Construction Work;
- manage risks to health and safety in accordance with the WHS Act and Regulations including:
 - identifying all hazards and assessing all risks associated with performing the works and implementing appropriate measures to eliminate or control all such hazards and risks prior to commencing, and throughout, the performance of the works;
 - preparing any job safety analysis (JSA) for all tasks performed as part of the works;
 - preparing Safe Work Method Statements (SWMS) and WHS Management Plans as required by the WHS Regulations where applicable;
- provide and maintain safe systems of work at all times when performing the works;
- take reasonable steps to ensure that Workers comply with any reasonable direction of PAL in relation to health and safety; and
- provide all information, training, instruction and supervision necessary to Workers to ensure the works are performed in a manner that does not pose a risk to the health and safety of any person.

5 INDUCTION

Inductions will be conducted in the PAL offices or as directed by the PAL project officer.

6 RESTRICTED AREAS AND TIMES

Some sites at Parafield Airport have restricted areas, access times and working hours. The Contractor must comply with these restrictions which will be specified in the Building Approval Documentation.

Airside security procedures and barriers are to be maintained at all times and additional site access and security requirements may be specified in the PAL Building Consent. Special conditions apply to Airside work and are defined in the document entitled "PAL Airside Operating Conditions for Contractors".

The Contractor and any Workers engaged by the Contractor are obliged to understand the distinction between "Landside" parts of the airport and "Airside" parts of the airport for the purposes of the Airports Act 1996 (Cth) and to comply with all of the requirements of the Airports Act 1996 (Cth) and any other law in relation to works performed on and associated activities and entry into and exit from Landside parts of the airport and Airside parts of the airport.

7 INSURANCES

Contractors are to have and be able to provide evidence of workers' compensation insurance public liability insurance and Professional Indemnity Insurance for any design component.

8 CONTRACTORS INDEMNITY TO PAL

The Contractor must indemnify PAL against all loss or damage to the property of PAL and from and against any claim, demand, action, suit or proceedings that may be brought by any person against PAL or any of its employees in respect of personal injury or death or loss of or any damage to any property arising out of or as a consequence of carrying out the works.

9 SECURITY AND EMERGENCY PROCEDURES

The Contractor and all Workers engaged by or under the Contractor in connection with the works, must familiarise itself and themselves with PAL's Security and Emergency Procedures prior to commencing any work on the site. This familiarisation must include the location of any warning systems, emergency equipment and fire protection equipment. The Contractor must at all times allow adequate access for fire and emergency services and other vehicles responding to incidents at any airport building, facility or area. In the event of an aviation emergency, the Contractor may be required to vacate the site until the emergency concludes.

The Contractor must comply with the Security restrictions and procedures applicable to certain areas and zones within the Airport.

Any contractor requiring access to areas airside must obtain the correct authorities by reporting and signing in at the PAL reception. Any airside access requirements will be under consent and escort arrangements with PAL.

10 KEYS

If access is required through controlled PAL doors or gates for which a key is required, a key may need to be issued from the PAL Administration Office. Keys are issued on a short term or long term basis depending on requirements and at the discretion of the PAL Project Officer.

Keys issued on a short term (daily) basis must be signed out and returned by 1700 that same day or as previously arranged.

Keys issued on a long term basis will require the completion of an official application process and will be subject to PAL fees including the payment of a deposit.

Security keys that are lost may result in loss of deposit and may require the changing of some or all locks at Contractor's cost.

11 EXTERNAL LIGHTING

All external lighting shall comply with the Manual of Standards Part 139 (Aerodromes). PAL will advise in the PAL Building Consent if any restrictions apply to external lighting associated with the work.

12 PAL ACTIVITY PERMITS AND APPLICATION TIMEFRAMES

Specific PAL permits will be required for the following work and the permits must be obtained not less than two (2) days prior to scheduled commencement of the work:

- Excavation
- Hot Work
- Services Isolation / Connection

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- Electrical Access;
- Confined Space Entry
- Asbestos

Crane permits must be obtained not less than seven (7) days prior to scheduled commencement of the work. If CASA is required to approve a crane, up to fourteen (14) days should be allowed.

The Contractor must not commence any of the above activities until the appropriate permit is issued by PAL.

12.1 Excavation Permit

PAL has a strict excavation procedure to ensure the safety of all Contractors, Workers and other persons on site and to mitigate the risk of interruption to services to PAL's tenants and the airport operation.

All excavations must be approved through the PAL Excavation Permit procedure prior to any excavation works commencing on site. Conditions may be applied to PAL Excavation Permits if the Contractor is working in close proximity to existing services. The Contractor may be required to locate and expose any services at the discretion of PAL by non-mechanical means before a permit is issued.

It is the Contractors responsibility to obtain full information regarding all existing services on the site and to verify any information supplied by PAL and PAL will have no responsibility for the accuracy of any information supplied by it.

12.2 Construction Equipment and Height Limitations

PAL will specify in the Building Approval Documentation or otherwise in writing if any height restrictions apply to the work, including the use of cranes. Crane operation in the vicinity of the Airport for lifting or erection, must be approved by PAL through the issue of a crane permit, prior to its use.

12.3 Hot Works

A Hot works permit will be required for all activities involving hot works including but not limited to welding, grinding. Oxy acetylene and gas heating for vinyl floor installation etc. The contractor is to obtain a Hot Work Permit form the PAL nominated Project Officer prior to commencing any Hot Works Activities.

Fire protection equipment and systems must be maintained at all times to requirements of relevant Australian Standards, Codes, Laws and Regulations.

12.4 Services Isolation and Connection

Where connections or disconnection's are required by the Contractor to PAL's electrical, water, sewer, storm water drainage services or any other utility on the site, approval from PAL must be obtained prior to work commencing and all necessary isolation/connection approvals must be obtained from the PAL nominated Project Officer.

A specific PAL permit will be required for any work associated with isolation/connection and the permit must be obtained not less than two (2) days for minor services and seven (7) days for major services prior to scheduled commencement of the work.

The location of any services and structures shown on any PAL drawings are approximate only and it is the responsibility of the Contractor to verify exact locations.

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If any service or structure is damaged the Contractor must immediately notify the PAL nominated Project Officer and the Contractor shall be responsible for the full cost of any necessary repairs.

All electrical work and equipment must comply with relevant Australian Standards, the South Australian Electrical Code of Practice (where applicable), the WHS Act and Regulations and PAL standards and rules.

12.5 Electrical Access

Where access is required to electrical equipment the PAL Project Officer or nominated representative will issue to the contractor an Electrical Access Permit to allow access and commencement of works.

The contractor will be required to isolate, lock and tag the equipment that they are working on and in some instance PAL may also apply a duplicate set of locks and tags.

Lock out, danger tag or any other isolation procedures must be strictly adhered too. Isolation equipment such as locks or danger tags are not to be removed without the permission of PAL nominated officer. Positive isolation checks must be completed before any work commences.

12.6 Confined Space Entry

Where access to a Confined Space is required by the Contractor to PAL's infrastructure including electrical pits, water valves, sewer pump stations, Air conditioning ducts, storm water drainage pits or any other Confined Space on the site, approval and permits must be obtained from the PAL nominated Project Officer prior to work commencing.

Confined Spaces are identified with regulatory signage where appropriate with all remaining locations recorded on a Confined Space Register, check with the PAL Project Officer if unsure.

Only contractors who are suitably qualified to enter confined spaces shall be permitted and evidence will be requested prior to any permits being issued.

12.7 Asbestos

An Asbestos Work Permit is to be completed and signed by the Environment Manager prior to any maintenance or removal works being done on or in the area of known or suspected ACMs.

Contractors must ensure all appropriate PPE (including respirators) is available and worn by company personnel working on ACMs. Respirators must be cleaned, maintained and properly stored.

All documentation relating to asbestos registers, testing, removal, permits and waste disposal must be recorded and forwarded to PAL's Environment Manager.

13 ASBESTOS REGISTER

PAL has an Asbestos register of the location of hazardous asbestos material on the Airport within PAL buildings and facilities. The register must be consulted by the Contractor prior to the commencement of work on these buildings and facilities.

If asbestos is found it is to be reported to the PAL Project Officer immediately who will determine what is required to make safe.

14 CONTRACTOR COMPOUND

The location and size of the Contractor's compound and storage areas must be approved by PAL prior to commencement of work on the site. No materials or equipment are allowed within 3 metres on the landside or 2 metres on the airside of an airside security perimeter fence. Establishment of a construction compound may be subject to a separate Building Approval.

15 SITE FACILITIES

No temporary buildings or containers will be allowed on site except with the written approval of PAL Project Officer and the Airport Building Controller. The installation of temporary buildings is subject to the Building Approval process.

16 CONSTRUCTION SIGNAGE

All construction signage and advertising, and its location, must be approved by the PAL Manager prior to its installation.

17 HOUSEKEEPING

Appropriate containers for the storage and collection of rubbish complete with lids or covers must be provided by the Contractor at the work site. The Contractor is responsible for the proper disposal and removal of all rubbish from the work site.

Other areas of the Airport, including pavements which are affected as a consequence of carrying out the works are to be kept clean at all times by the Contractor.

At the completion of the works, the site must be left clean and tidy and the area restored to the satisfaction of the PAL Project Officer.

18 HAZARDOUS SUBSTANCES

Where any hazardous substances are to be used by the Contractor suitable information such as material safety data sheets must be provided at the work site. Planning for adequate safeguards including, but not limited to, personal protective equipment must be completed prior to the works being undertaken. The Contractor must inform PAL of hazardous substances prior to them being used. The use of hazardous material on airport must be approved by the PAL Environment Manager prior to its use.

19 PLANT, TOOLS, VEHICLES, MACHINERY AND EQUIPMENT

Workers operating plant, tools, vehicles, machinery and equipment shall be in possession of current appropriate licenses. Licenses are those required by South Australian Law.

Contractors are to ensure that the above items comply with appropriate legislation and regulations and standards including all environmental related criteria.

Contractors will be required to provide a copy of licenses to the PAL Project Officer before commencing on site.

20 VEHICLES

The Contractor's vehicles are to be parked in the location nominated by PAL Project Officer and this would generally include a requirement to be contained within the lease boundary or the construction compound. Vehicle access routes may also be specified.

Special conditions apply to vehicles and drivers operating airside as defined in the PAL "Airside Vehicle Control Handbook" and the "Airside Driver's Handbook".

There may be particular restrictions on the use of some vehicles. The Contractor is to notify PAL of the number and type of vehicles used in connection with the works and ascertain if any restrictions will apply.

21 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Contractor must comply with the provisions of the WHS Act and Regulations relating to use and maintenance of PPE. It is a contractor's and Worker's responsibility to ensure no safety breaches occur. Parafield Airport staff will monitor and report compliance with these standards. PPE should include suitable:

- Appropriate Clothing
- Closed in Footwear
- Hearing protection
- Eye protection
- Wearing of High Visibility Vests at all times

as a minimum.

22 ROOF ACCESS

Access to the roof of certain buildings constitutes access airside. Accordingly, access to roof areas is controlled, as an airside area would be controlled. Approval to access any roof area must be provided by the PAL Project Officer.

23 TRAFFIC MANAGEMENT

Effective traffic management is vital to personal safety in high traffic areas especially where unfamiliar conditions exist.

Contractors must comply with all procedures, directions and plans stipulated by PAL in relation to traffic management.

To the extent that the works are performed in public or trafficable areas, the Contractor must develop a traffic management plan that complies with the WHS Act and Regulations and any relevant Australian Standards, Codes and regulations. The Contractor's traffic management plan must be submitted and approved by PAL Project Officer before it is implemented.

Parking at the kerbside of the Terminals is strictly prohibited.

24 ALCOHOL AND OTHER DRUGS

All Contractors who perform work on the Airside in accordance with Civil Aviation Safety Regulations must comply with the AAL/PAL Drug and Alcohol Management Program. This includes an education program, a drug and alcohol testing program and a drug and alcohol response program. Such Contractors and Workers are also subject to random testing by Civil Aviation Safety Authority.

PAL may request a Contractor to remove from site any Worker if it is considered that they are suffering the effect of alcohol or other drugs and/or fatigue.

25 SMOKING

Smoking is prohibited at all times in all PAL buildings which are covered by a no smoking policy. Smoking is prohibited on any part of the airside.

26 COMMUNICATIONS EQUIPMENT

The Contractor must ensure that any two-way radio system or other forms of communication on the Airport site do not cause interference with Airservices Australia or airline communications equipment and must hold and provide if requested by the PAL Project Officer evidence of relevant ACMA licences.

27 CONTRACTOR WORK PLAN

The Contractor's work must not have an adverse effect on landside or airside activity or on users of the Airport. This condition includes the requirement to maintain clear vehicular and pedestrian access to all areas of the Airport and to ensure the safety of airport users. The Contractor's staging plan and detailed construction program is to make adequate provision to comply with this condition.

A copy of the Contractor's staging plan and detailed construction program is to be given to PAL Project Officer prior to commencing work on site.

28 INFORMATION SHARING AND AUDITING

The Contractor must at any time provide PAL with any information requested by PAL to assist PAL in assessing whether the Contractor is complying with these Site Rules and Conditions, including:

- documentation and records evidencing the Contractor's compliance with any aspect of these Site Rules and Conditions
- at the Contractor's expense, an independent verification by a suitably qualified expert, acceptable to PAL, verifying the Contractor's compliance with these Site Rules and Conditions
- the Contractor's incident investigation report and any related documents for all Notifiable Incidents occurring in relation to the performance of the works

PAL may at any reasonable time review, inspect, audit or otherwise observe the Contractor's health and safety systems, work practices and procedures related to the performance of the work.

The Contractor must notify PAL immediately in writing of anything or circumstance affecting the Contractor's ability to perform the work in accordance with these Site Rules and Conditions.

The Contractor must notify PAL immediately of any Notifiable Incident occurring in relation to the performance of the work.

29 CONTRAVENING RULES AND CONDITIONS

If in the opinion of PAL, any Worker of the Contractor contravenes these rules and conditions, the Contractor may be directed to remove the Worker from the site. A Safety Correction Action Request (SCAR) may be issued for any safety breach. Any directions issued by PAL with respect to its conditions must be complied with.

The following guidelines apply in relation to minor breaches and major breaches of these Rules and Conditions but PAL reserves the right in its absolute and unfettered discretion to require immediate removal and permanent removal of any Worker having regard to the particular circumstances applying to the relevant contravention of the Rules and Conditions.

29.1 Minor Breach

(Individual)

1st offence	24 hr removal, full re induction
2nd offence	As above plus final warning
3rd offence	Permanent removal

29.2 Major Breach

(Aviation safety/security)

1st offence	Site shutdown Full investigation Workplan to rectify
2nd offence	As above plus additional Safety Officer at Contractor Cost

30 DEFINITIONS

ACM means asbestos containing materials. Referred to as either friable or bonded.

Construction Work has the meaning given in regulation 289 of the WHS Regulations.

JSA means a documented job safety analysis, which identifies hazards and risks associated with a task and sets out the method for performing the task without risks to health and safety so far as is reasonably practicable.

Notifiable Incident has the meaning given by section 35 of the WHS Act.

Safe Work Method Statement means a safe work method statement prepared in accordance with regulation 299 of the WHS Regulations.

WHS Management Plan means a management plan required to be prepared in relation to Construction Work in accordance with chapter 6 part 4 of the WHS Regulations.

WHS Act means the Work Health and Safety Act 2012 (SA).

WHS Regulations means the Work Health and Safety Regulations 2012 (SA).

Works means:

- a) Any Construction Work; and
- b) Any Work which comprises a building activity for the purposes of the Airports Act 1996 (Cth) or any Commonwealth or South Australian laws or regulations applicable to activities at the airport.

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Worker means anyone carrying out work for a Contractor of PAL and includes employees, contractors, subcontractors, employees of contractors or subcontractors, labour hire workers, apprentices, trainees, work experience students and volunteers.

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AAL Building Activity Application Package

Annexure E Airside Operating Conditions
- Adelaide Airport
- Parafield Airport



AIRSIDE OPERATING CONDITIONS FOR CONTRACTORS

Adelaide Airport Limited

**Airside Operating Conditions for Contractors
ADELAIDE AIRPORT LIMITED**

SOP No.	Procedure	Revision	Document Owner	Date Amended
660	Airside Operating Conditions - Adelaide	Approved Revision : 4.0	Facilities Manager - Facilities Manager	17/07/2019

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1. GENERAL

This document has been prepared to ensure that the following rules and conditions are observed by contractors, sub-contractors and their Workers (all of whom are referred to as “the Contractor”) when working on the Airside at Adelaide Airport. Adelaide Airport Ltd, and its successors or assignees, are referred to as “AAL”.

These Airside Operating conditions for contractors are to be read in conjunctions with the “Site Rules & Conditions for Contractors” document and are designed to complement the appropriate legislation, rules, standards and practices for construction, occupational health, safety and environment and not to substitute in any way for the duty of care owned by the Contractor under common law, statute law, Australian Standards or relevant rules and practices.

The Contractor must ensure so far as is reasonably practicable that all work is performed in a manner that does not pose a risk to the health and safety of any Worker or other person at the Airport or a risk of damage to property on the Airport.

2. SAFETY AND SECURITY CONDITIONS

Operating conditions Airside are strictly controlled to ensure a safe and secure operating environment. Contractors shall comply with the conditions within this document and those specified by the authorising AAL officer with respect to works undertaken in Airside areas.

3. SPECIAL CONDITIONS

In the event of an airport emergency, or in adverse weather conditions (fog, thunderstorm etc) or unscheduled aircraft operations, airside work sites may be required to be vacated, as directed by an AAL Officer. Due to the unforeseen nature of these conditions prior warning may not be given to the Contractor.

4. TOOLS OF TRADE ON THE AIRSIDE

No firearms are permitted Airside unless approved by the Airside Operations Manager. Tools that eject a missile (eg nail guns) require prior approval and conditions of use, to be obtained from the AAL Project Officer.

The Contractor must also comply with any directions and instructions issued by AAL so as to not endanger the safety of aircraft and their passengers at any time.

No naked flame or plant shall be used within 15 metres of aircraft fuel points, aircraft fuel tank vents or apron fuel hydrants while aircraft fuelling operations are in progress.

5. SPECIFIC AIRSIDE PPE

AAL requires all Contractors to adhere to a minimum PPE requirement for accessing and working Airside.

- **High Visibility Clothing** – an Australian Standard approved day/night high visibility vest or clothing must be worn at all times when Airside.

- **Enclosed Footwear** – appropriately enclosed shoes must be worn at all times whilst working or accessing Airside areas. Open toed shoes, thongs or sandals do not provide the adequate protection from potential airside hazards and are not to be worn at any time whilst Airside.
- **Hearing Protection** – ear muffs or plugs must be carried at all times when working airside and utilised in areas of high noise conditions (eg aircraft coming onto a bay or when alarms are sounding in the baggage hall). Staff are exempt from the requirement to carry hearing protection if using the under Terminal 1 pedestrian footpath.

Compliance will be monitored by the Airside Operations Officers (AOO). If you are found airside without the minimum PPE, you will be removed from airside and requested to retrieve it.

6. WORK SAFETY OFFICER

Works undertaken on the airside may require an AAL Works Safety Officer (WSO) to remain at the site while the works are being completed. The WSO is primarily responsible for the safety of passengers, airside ground handlers, operators and aircraft.

The AAL Project Officer in consultation with the Airside Operations Manager will confirm when the WSO is required.

Where a WSO is required the contractor may be required to pay all associated costs to AAL.

7. SECURITY PASSES

All Contractors working Airside will be subject to airport security regulations which require all Contractors to display an Aviation Security Identification Card (ASIC) or Visitor Identification Card (VIC). A Visitor Pass holder must be escorted by a valid ASIC holder. Visitor Passes can be obtained from AAL at Gate J, Terminal 1 Southern Screening or T1 northern screening as appropriate. The pass is to be worn and displayed in a prominent position at all times.

The area in which the Contractor is required to work and the length of the term of contract will determine whether either an ASIC or VIC is required.

All costs associated with obtaining the appropriate security pass and card shall be paid by the Contractor.

A fee and a bond apply for the issue of an ASIC. Please check with AAL for current charges. There is a minimum four (4) week processing time. There is no cost for a VIC with up to a 0.5 hour processing time.

A VIC will be issued to individuals with an operational need to work airside under escort from an ASIC holder. Such passes will only be issued for the period of time that the individual is engaged in works, and can only be issued for a period of up to 28 days. If an individual has an operational need in excess of 28 days, then that individual must apply for an ASIC.

The Contractor shall provide to AAL full details of name, and name of the company of all Workers working on the Site to the AAL Project Officer.

Immediately a person ceases to be employed on the project or works, the Contractor shall be responsible for the return of that person's security card to the AAL Pass Issue Office.

8. WORK AREA IDENTIFICATION

Orange work safety cones and bunting shall be used to mark all work boundaries. Suitable solid barriers shall be used to secure and isolate dangerous excavations and hazardous areas. Work areas shall be established by the contractor at the direction of the AAL Works Safety Officer (WSO) or Airside Operations Officer (AOO).

9. UNSERVICEABILITY MARKER (U/S CONES)

Unserviceability Markers are red and white striped cones used to delineate a part of a runway, taxiway or apron unsuitable for use by aircraft. These cones would generally be used in conjunction with orange Work Safety Cones, which mark the work boundary.

10. VEHICLES PLANT AND ACCESS

All vehicles shall be roadworthy and fit for purpose. The wearing of seatbelts whilst Airside is compulsory at Adelaide Airport.

Contractor's vehicles are required to be escorted at all times unless they are displaying an Authority to Use Airside (AUA) and the driver has an Airside Driving Authority (ADA) licence.

For vehicles who do not have a current AUA access to Airside shall only occur under the supervision of an authorised AAL Officer or other authorised escort. In the event that the Contractor is required to drive unescorted on the Airside, all rules and conditions covered in the 'Airside Vehicle Control Handbook' are to be followed, including testing and licensing of drivers/vehicles where applicable. Fees may apply for services provided by AAL.

A person driving a Supervised Vehicle which is being escorted by another Vehicle must remain behind the escorting Vehicle at a distance of no more than 10 metres and no less than 5 metres.

All vehicles travelling Airside must remain on the designated perimeter road/s or nominated access routes.

No unauthorised private vehicle shall enter the Airside. The Contractor shall provide and arrange for transport of employees to and from the work site and within the Airside area. Speed limits on Airside parts of the Airport are:

- Baggage Hall 10km/h max (walking pace)
- Within 15m of an aircraft 10km/h
- Elsewhere on the movement area 15km/h
(including aprons)
- Terminal service road 15km/h
- Airside roads 40km/h
- Perimeter roads 60km/h

All vehicles, plant and personnel shall remain within the work area designated by the AAL WSO or AOO.

Prior approval must be obtained from the AAL Project Officer to leave vehicles Airside outside working hours. The Contractor is to advise the type and number of vehicles and these will be allocated a designated parking area. The Contractor is to be aware that all vehicles are parked at no risk to AAL.

No plant or equipment shall be placed within two metres of the Airside/Landside Security fence.

Under no circumstances are any gates or doors leading onto the Airside to be left open and/or unlocked and unattended unless approved by the AAL Project Officer.

Portable floodlights are to be shielded so that no direct light is projected above the horizontal plane. All portable floodlights shall be projected away from the active section of the runway and the adjacent taxiways.

11. MOBILE PHONES

The use of mobile phones may be restricted in some portions of the Airside under certain conditions. The AAL Project officer will advise the contractor if phones are not permitted to be used.

Use of mobile phones on the apron within 15m of refuelling operations is strictly prohibited. Use of mobile phones while driving is prohibited at all times.

12. ALCOHOL & DRUGS

All Contractors who perform work on the Airside in accordance with Civil Aviation Safety Regulations must comply with the AAL Drug and Alcohol Management Program. This includes an education program, a drug and alcohol testing program and a drug and alcohol response program. Such Contractors and Workers are also subject to random testing by Civil Aviation Safety Authority.

For information on the AAL Drug & Management Plan, this is available from the AAL Project Officer.

AAL may request a Contractor to remove from site any Worker if it is considered that they are suffering the effect of alcohol or other drugs and/or fatigue.

13. ANIMALS & MINORS

Children and animals are not permitted Airside without the prior expressed approval of the AAL Airside Operations Manager.

14. SECURING MATERIALS

All materials, temporary structures, vehicles and objects shall be so constructed, tied down or secured that nothing can be blown onto an aircraft movement area. The Contractor shall take immediate action to remove or secure any objects which AAL considers could be a danger in this regard.

15. METHOD OF WORKING PLAN

Some Airside works may need to be carried out under the conditions and stages specified in a Method of Working Plan (MOWP) which will be prepared by AAL. The provisions of a MOWP must be fully complied with by the Contractor.

16. CONTRAVENING RULES AND CONDITIONS

If in the opinion of AAL, any Worker or employee of, or a person responsible to the Contractor contravenes these rules and conditions, the Contractor may be directed to remove the person from the site. Any directions issued by AAL with respect to its conditions must be complied with.

The following guidelines apply in relation to minor breach and major breaches of these Airside Operating Conditions but AAL reserves the right in its absolute and unfettered discretion to require immediate removal and permanent removal of any Contractor or Worker having regard to the particular circumstances applying to the relevant contravention of these Airside Operating Conditions.

16.1 Minor Breach

1st offence	24 hr removal, full re induction
2nd offence	As above plus final warning
3rd offence	Permanent removal

16.2 Major Breach

1st offence	Site shutdown Full investigation Work plan to rectify
2nd offence	As above plus additional WSO or Security Guard at the Contractors Cost

17. DEFINITIONS

Airside Area

Comprises all areas inside the Airport perimeter fence (including the Security Restricted Area) as detailed in the Airport Security Program, access to which is restricted to Contractors having lawful authority or excuse to enter.

Aviation Security Identification Card (ASIC)

A Security Identification Card issued under the Aviation Transport Security Regulations which permits individuals who have a justifiable need for unescorted access to Security Restricted Areas on the Airport.

Landside

That area of the Airport and buildings to which the public has free access.

Security Restricted Area (SRA)

Comprises the Regular Public Transport apron areas and any other area so detailed in the Airport Security Program, access to which, for the purpose of this document, is restricted to

- Contractors issued with a valid ASIC; and
- Contractors issued with a valid Visitor Identification Card, and escorted by a person issued with a valid ASIC.

Sterile Area

Comprises areas of the terminal buildings as detailed in the Airport Security Program to which Contractors and their Workers, vehicles and goods are not permitted access unless given a clearance. All Contractors who enter the sterile area must submit themselves and all articles in their possession to approved screening procedures. Access to the sterile area is restricted to Contractors issued with either a valid ASIC or a valid Visitor Identification Card and escorted by a valid ASIC holder and authorisation by AAL.

Visitor Identification Card (VIC)

All contractors working airside or in Terminal 1 must hold an ASIC or obtain and display a temporary visitor identification card (visitors pass) issued by AAL. Contractors with a VIC working in the Security Restricted Area must be escorted by the holder of a valid ASIC.



AIRSIDE OPERATING CONDITIONS FOR CONTRACTORS

Parafield Airport Limited

**Airside Operating Conditions for Contractors
PARAFIELD AIRPORT LIMITED**

SOP No.	Procedure	Revision	Document Owner	Date Amended
658	Airside Operating Conditions - Parafield	Approved Revision : 4.0	Facilities Manager - Facilities Manager	30/08/2019

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1. GENERAL

This document has been prepared to ensure that the following rules and conditions are observed by contractors, sub-contractors and their Workers (all of whom are referred to as “the Contractor”) when working on the Airside at Parafield Airport. Parafield Airport Ltd, and its successors or assignees, are referred to as “PAL”.

These Airside Operating conditions for contractors are to be read in conjunctions with the “Site Rules & Conditions for Contractors” document and are designed to complement the appropriate legislation, rules, standards and practices for construction, occupational health, safety and environment and not to substitute in any way for the duty of care owned by the Contractor under common law, statute law, Australian Standards or relevant rules and practices.

The Contractor must ensure so far as is reasonably practicable that all work is performed in a manner that does not pose a risk to the health and safety of any Worker or other person at the Airport or a risk of damage to property on the Airport.

2. SAFETY AND SECURITY CONDITIONS

Operating conditions Airside are strictly controlled to ensure a safe and secure operating environment. Contractors shall comply with the conditions within this document and those specified by the authorising PAL officer with respect to works undertaken in Airside areas.

High Visibility vests or Hi Vis are to be worn at all times when working Airside at the Airport.

3. SPECIAL CONDITIONS

In the event of an airport emergency, or in adverse weather conditions (fog, electrical storm etc) or some unscheduled aircraft operations, airside work sites may be required to be vacated, as directed by a PAL Officer. Due to the unforeseen nature of these conditions prior warning may not be given to the Contractor.

Any external lighting (work lights etc) shall be placed so they do not cause glare, confusion or distraction to pilots.

4. TOOLS OF THE TRADE ON THE AIRSIDE

No firearms are permitted Airside. Tools that eject a missile (e.g. nail guns) require prior approval and conditions of use, to be obtained from the PAL Project Officer.

On the Airside, works may involve plant, equipment and personnel working in proximity to operational aircraft movement areas. Any such Works shall comply with Manual of Standards Part 139 (MOS 139), Chapter 10 issued by the Civil Aviation Safety Authority (CASA). The Contractor shall be deemed to have inspected and made full allowance for the requirements contained within MOS 139.

In order to ensure that the safety of aircraft operations is not jeopardised nor their regularity affected, the Contractor shall comply with all requirements of the MOS 139. The Contractor must also comply with any directions and instructions issued by PAL so as to not endanger the safety of aircraft and their passengers at any time.

The MOS 139 requires that no naked flame or non-flame proofed vehicle or plant shall be used within 15 metres of aircraft fuel points, aircraft fuel tank vents or apron fuel hydrants while aircraft fuelling operations are in progress.

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5. WORK SAFETY OFFICER

All works undertaken on the airside will require a PAL Works Safety Officer (WSO) to remain at the site while the works are being completed. The WSO is primarily responsible for the safety of passengers, airside ground handlers, operators and aircraft.

The PAL Project Officer in consultation with the Airside Manager will confirm where the WSO is required.

Where a WSO is required the contractor will be required to pay all associated costs to PAL.

6. SECURITY PASSES

All Contractors working Airside will be subject to airport security regulations which require all Contractors to display a Visitor Identification Card (VIC) which shall be obtained from PAL Administration Office before commencing work on site.

All costs associated with obtaining the appropriate security pass and card shall be paid by the Contractor.

A VIC will be issued to individuals with an operational need. Such passes will only be issued for the period of time that the individual is engaged in works.

An ASIC is not required to be worn at Parafield Airport.

7. WORK AREA IDENTIFICATION

Orange work safety cones and bunting shall be used to mark all work boundaries. Suitable solid barriers shall be used to secure and isolate dangerous excavations and hazardous areas. Work areas shall be established by the contractor at the direction of the PAL Works Safety Officer or Aerodrome Operations Officer.

8. VEHICLES PLANT AND ACCESS

All vehicles shall be roadworthy and fit for purpose. The wearing of seatbelts whilst airside is compulsory at Parafield Airport.

Contractor's vehicles are required to be escorted at all times unless they are displaying an Authority to Use Airside (AUA) sticker and the driver has an Airside Driving Authority (ADA) licence.

For vehicles who do not have a current AUA access to Airside shall only occur under the supervision of an authorised PAL Officer or other authorised escort. In the event that the Contractor is required to drive unescorted on the Airside, all rules and conditions covered in the '*Airside Vehicle Control Handbook*' are to be followed, including testing and licensing of drivers/vehicles where applicable. Fees may apply for services provided by PAL.

A person driving a Supervised Vehicle which is being escorted by another Vehicle must remain behind the escorting Vehicle at a distance of no more than 10 metres and no less than 5 metres.

All vehicles travelling Airside must remain on the designated perimeter road/s or nominated access routes.

No unauthorised private vehicle shall enter the Airside. The Contractor shall provide and arrange for transport of employees to and from the work site and within the Airside area.

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Speed limits on Airside parts of the Airport are:

- Within 15m of an aircraft 10 km/h
- Elsewhere on the movement area (including aprons) 25 km/h
- Airside Roads 40 km/h
- Perimeter roads 60 km/h

All vehicles, plant and personnel shall remain within the work area designated by the PAL WSO or AOO.

Prior approval must be obtained from PAL to leave vehicles Airside outside working hours. The Contractor is to advise of the type and number of vehicles and these will be allocated a designated parking area.

The Contractor is to be aware that all vehicles are parked at no risk to PAL.

No plant or equipment shall be placed within three metres of the Airside/Landside Security fence.

Under no circumstances are any gates or doors leading onto the Airside to be left open and/or unlocked and unattended.

9. MOBILE PHONES

The use of mobile phones may be restricted in some parts of the Aerodrome under certain conditions. Other than below the PAL Project officer will advise the contractor if phones are not permitted to be used.

Use of mobile phones on the apron within 15m of refuelling operations is strictly prohibited. Use of mobile phones while driving is prohibited at all times.

10. ALCOHOL & DRUGS

All Contractors who perform work on the Airside in accordance with Civil Aviation Safety Regulations must comply with the AAL/PAL Drug and Alcohol Management Program. This includes an education program, a drug and alcohol testing program and a drug and alcohol response program. Such Contractors and Workers are also subject to random testing by the Civil Aviation Safety Authority.

PAL may request a Contractor to remove from site any Worker if it is considered that they are suffering the effect of alcohol or other drugs and/or fatigue.

11. ANIMALS & MINORS

Children and animals are not permitted Airside without the prior expressed approval of the PAL Manager.

12. UNSERVICEABILITY MARKER (U/S CONES)

Unserviceability Markers are red and white striped cones used to delineate a part of a runway, taxiway or apron unsuitable for use by aircraft. These cones would generally be used in conjunction with orange Work Safety Cones, which mark the work boundary.

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13. SECURING MATERIALS

All materials, temporary structures, vehicles and objects shall be so constructed, tied down or secured that nothing can be blown onto an aircraft movement area. The Contractor shall take immediate action to remove or secure any objects which PAL considers could be a danger in this regard.

14. METHOD OF WORKING PLAN

Some Airside works may need to be carried out under the conditions and stages specified in a Method of Working Plan (MOWP) which will be prepared by PAL. The provisions of a MOWP must be fully complied with by the Contractor.

15. CONTRAVENING RULES AND CONDITIONS

If in the opinion of PAL, any Worker or employee of, or a person responsible to the Contractor contravenes these rules and conditions, the Contractor may be directed to remove the person from the site. Any directions issued by PAL with respect to its conditions must be complied with.

The following guidelines apply in relation to minor breach and major breaches of these Airside Operating Conditions but PAL reserves the right in its absolute and unfettered discretion to require immediate removal and permanent removal of any Contractor or Worker having regard to the particular circumstances applying to the relevant contravention of these Airside Operating Conditions.

15.1 Minor Breach

(Individual)

1st offence	24 hr removal, full re-induction
2nd offence	As above, plus final warning
3rd offence	Permanent removal

15.2 Major Breach

(Aviation safety/security)

1st offence	Site shutdown Full investigation Workplan to rectify
2nd offence	As above, plus additional Safety Officer at contractor cost

16. DEFINITIONS

Airside Area

Comprises all areas inside the Airport perimeter fence as detailed in the Airport Security Program, access to which is restricted to Contractors having lawful authority or excuse to enter. Contractors at Parafield Airport are required to wear a valid Visitor Identification Card (VIC) at all times when operating airside.

Landside

That area of the Airport and buildings to which the public has free access.

Visitor Identification Card (VIC)

All contractors working airside must obtain and display a temporary Visitor Identification Card (visitors pass) issued by PAL.

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