Life Safety Systems Permit Procedure

1. Purpose

A Life Safety Systems (LSS) Permit is required where work may isolate, impair, disable or adversely affect any life safety system at London Luton Airport. The permit process ensures that life safety systems remain controlled, any required isolations are authorised, and systems are reinstated promptly following completion of works.
Life Safety Systems Include:

- Fire alarm systems
- Public Address and Voice Alarm (PAVA) systems
- Emergency communication systems
- Disabled refuge/intercom systems
- Fire suppression systems
- Wet, dry and pre-action sprinkler systems
- Fire dampers/smoke control systems
- Automatic door release systems
- Emergency shutdown systems
- Fire curtains/shutters

2. Scope

LLAOL issued life safety system permits can only be issued for a maximum of **12 working hours** on the system and will need the devises disabled and re enabled daily.

Life safety systems protect people during emergencies. The permit process ensures:

- Occupants remain protected during works.
- Unwanted alarms and evacuations are prevented.
- Isolations are authorised and controlled.
- Emergency arrangements remain effective.
- Systems are reinstated following completion of works.
- Compliance with airport and legal requirements.

Failure to Comply

Failure to obtain or comply with an LSS Permit may result in:

- Increased risk of injury or loss of life.

- Failure of emergency response systems.
- Airport disruption or evacuation.
- Removal from site and suspension of works.
- Breach of airport procedures and legal obligations.

No work affecting a life safety system shall commence without an approved permit and confirmation that required isolations are in place.

- Temporary works or scaffolding interface checks

3. Responsibilities

3.1 Contractor

- Apply for permits in accordance with the scope of works.
- Provide sufficient supporting documentation. Including but not limited to:
- Risk assessments
- Method statements
- Emergency/rescue plans
- Evidence of competency
- Equipment documentation/certification

Ensure all employees are competent for undertaking the works required. The person in charge on concerto and site must be the one answering the questions to the permit issuer for the permit to be open issued.

3.2. Control of Contractors Office (COCO)

- Undertake an initial review of the contractor's permit submission to ensure times, dates and locations are correct and existence of all required supporting documentation.

3.3. Technical Approvers (Field Experts)

- Review the high-risk permit, including but not limited to:
  - Method statement/safe system of work
  - Risk assessment(s)
  - Emergency/rescue plans
  - Competency evidence
  - Equipment documentation/certification

The Technical approver will give a desktop authorisation of the high-risk permit.

3.4. LLA Point of Work Issuers

• Issue permits at the point of works, undertaking a set of questions that is set on the orchestrate application or concerto webpage.
• Sign off and complete permits upon successful completion of works and the work site is clean and tidy.

3.5. Compliance and H&S

Manage the systems that support these works and audit periodically against works being conducted.

4. Carry out the work and Key requirements.

Once the life safety system permit has been authorised at desktop you will require to call the GXM on 07803717333 prior to arriving on site to disable the devices, the GXM will then come to site at start of works and disable the devices and issue your permit.

Although the permit is open for one week, the devices will be enabled and disabled daily by the process already in place and only applicable if working within the same location, if other areas/isolations are required you will need a new permit attached to your WA that is open for the job length.

During the works:

- Follow the approved Method Statement and Risk Assessment.
- Maintain emergency access and escape routes.
- Report any unexpected impact on life safety systems immediately.

When work is complete

- Notify the GXM.
- AOCC re-enables the affected systems.
- The GXM confirms reinstatement and inspects the work area.

5. Assurance

LLAOL will conduct periodic continuous improvement tours and audits against this process, looking for deviations. This will be shared with all stake holders on a minimum of a monthly basis. This will also be reported in both Local Safety Forums and Risk Management Group meetings.