Works on Water Mains Permit Procedure

1. Purpose

The Purpose of this detail is to provide the contractor with the information needed to ensure that London Luton Airport control works on LLA owned water mains across the LLA estate.

2. Scope

LLAOL issued Works on water mains permits can only be issued for a maximum of **12 working hours.**

Applies to all works which involve(s) the connection, alteration or maintenance of LLA potable water mains.

3. Responsibilities

3.1. Contractor

- Apply for permits in accordance with the scope of works, this can be raised as many times as required on the weekly basis of the project attached to the original work authorisation.

- Provide sufficient supporting documentation. Including but not limited to:
- Risk assessments
- Method statements
- Emergency/rescue plans
- Evidence of competency
- Equipment documentation/certification

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)

- o Emergency/rescue plans
- o Competency evidence
- o 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, this is for opening an issuing the permit and for closing and completing.

3.5. Compliance and H&S

Manage the systems that support these works and audit periodically against works being conducted, alongside the pre validation checklist answered daily by the person in charge on the high-risk permit.

4. General Requirements for Works on Water Mains

All those who require a WWM Permit for their works will need to hold relevant and in date competencies for these tasks.

Through the risk assessment process, the Contractor and LLAOL Representative must consider all the below.

- Does the water main supply the terminal building
- Has the AM, TDM been notified and an AMN issued
- Where possible works to be scheduled for OOH to minimise disruption
- Confirmation of network rezoning to minimise disruption
- Will the works require Fire Hydrants or Sprinkler supplies to be isolated
- Has the RFFS been notified of the works
- Will the works require an isolation in duration longer than 6 hours
- Is emergency water supply been provided
- Are any excavation works in confirmed contaminated ground
- Confirmation on means of excavation

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.