Control of Deliveries to Site

1. Introduction

Contractors are responsible for ensuring that any deliveries brought to site – including materials, equipment, plant and supplies – are planned, and carried out safely, efficiently and without creating unnecessary risk to airport operations.

Deliveries must be coordinated with LLA in advance, and the arrangements must be clearly set out in the contractor's submitted documentation so that LLA can confirm the logistics are suitable before any delivery takes place.

These requirements apply to all delivery locations under LLA controls, including airside and landside operational areas, concessionaire units, plant rooms, service roads, offices, car parks, walkways, and any other LLA-owned or managed premises.

2. General Requirements

- Contractors must assess the safety and logistical arrangements for all deliveries before orders are placed to avoid delays, refusals or unsafe situations.
- Delivery arrangements must be included within the contractor's Risk Assessment and Method Statement (RAMS) submission via the Contractor Management System (CMS) as part of the Work Authorisation process.
- LLA will review and confirm the proposed delivery logistics before authorising the work. Deliveries must not proceed until approval has been given.
- Any change to the agreed delivery scope, timing, vehicle type, access route or unloading method must be communicated to the LLA Work Sponsor and reapproved via the CMS before the delivery takes place.
- On arrival at site, contractors must carry out a dynamic on-site risk assessment before any loading or unloading begins.
- Contractors are responsible for ensuring that delivery drivers understand the site rules, access arrangements, hazards and any restrictions that apply to the delivery location.

3. Delivery Locations

Deliveries may take place in a range of operational and non-operational areas, including:

- Airside and landside operational areas
- Concessionaire units (airside and landside)
- Plant rooms and technical spaces
- Airfield perimeter and associated infrastructure
- LLA-owned buildings and offices
- Roads, service roads and pedestrian access routes
- Car parks, drop-off areas and designated loading bays
- Greenery, vegetation and landscaped areas (where access is required)

Contractors must ensure that delivery vehicles only use approved routes and designated delivery points, and must not obstruct emergency access, aircraft operations, passenger flows or airport services.

4. Planning, Coordination and Communication

- Contractors must plan deliveries in cooperation with LLA to ensure that risks are identified, communicated and controlled.
- Information must be exchanged early, including vehicle size, load type, lifting requirements, access needs, timing constraints and any special handling considerations.
- Contractors must ensure that deliveries do not introduce new risks to the airport environment, and that any risks associated with the delivery are reduced as far as reasonably practicable.
- Where lifting operations are required, contractors must refer to the Lifting Operations Requirements document and include lifting plans within their CMS submission.

5. On-Site Delivery Controls

- Delivery vehicles must always follow airport traffic routes and speed limits.
- Drivers must not enter restricted or airside areas unless authorised and escorted where required.
- Loading and unloading must only take place in safe, designated areas and must be supervised by competent personnel.
- Suitable equipment must be used for unloading, and plant must be operated by trained and authorised individuals.
- Pedestrian routes must be protected, and exclusion zones must be established where necessary.
- Any spillage, damage or unsafe condition arising during a delivery must be reported immediately to the LLA Representative.

6. Security Requirements

- All deliveries must comply with airport security procedures, including vehicle checks, driver identification and access control.
- Contractors must ensure that delivery vehicles do not carry prohibited items or unauthorised personnel.
- Any suspicious behaviour, unplanned delivery or unexpected vehicle must be reported immediately.