Work Authorisations and Permits

1. Introduction

All contractors working on LLA premises must obtain an approved Work Authorisation (WA) before starting any maintenance, construction or related activity. Work Authorisations allow LLA to track, coordinate and control contractor works across the airport, ensuring the safety of staff, passengers and contractors themselves. The system is managed through the Contractor Management System (CMS), which all contractors will be granted access to.

Work Authorisations must be supported by suitable CPP, RAMS and other documentation so that risks can be assessed and appropriate controls confirmed before work begins. No work may start until the Work Authorisation has been reviewed, approved and issued by an LLA Company Representative.

2. Work Authorisations

- A Work Authorisation is mandatory for all contractor maintenance, construction and infrastructure works.
- Work Authorisations must be submitted at least 5 working days before the planned start date.
- The maximum approval period for any Work Authorisation is 3 calendar months.
- A separate Work Authorisation is required for:
    - each contractor undertaking work
    - each distinct scope of work
    - Examples:
        - A full shop refit may be covered under one Work Authorisation.
        - Installing new machinery and carrying out Portable Appliance Testing (PAT) would require two Work Authorisations.
- The Work Sponsor must ensure the contractor obtains all necessary airport passes before attending site (information available from the ID Centre).
- All contractor personnel must check in and out of site via the CMS against the approved Work Authorisation.

3. Documentation and Competence

Before issuing a Work Authorisation, the Work Sponsor must ensure the contractor has provided:

- suitable and sufficient RAMS and CPP (where required)
- risk assessments covering all inherent risks
- evidence of competence for all operatives (e.g., training certificates, CITB/CTA cards)

Contractors must comply with all precautions, controls and conditions set out within the approved Work Authorisation and any associated High-Risk Permits.

4. High-Risk Permits

Certain activities require a **High-Risk Permit** in addition to the Work Authorisation. These include (but are not limited to):

1. Confined Spaces – 12 hours

2. Hot Works – 12 hours

3. HV Electrical Authorisation – Transfer of control, duration of works.

4. Life Safety Systems – 12 hours (In one location and controlled by LSS/GXM with already in place daily enabling/disabling process.

5. LV Electrical Authorisation - Transfer of control, duration works.

6. Permit to dig – 7 working days (In one location)

7. Work on pressure Systems –12 hours

8. Roof access – 12 hours

9. Work on Mains Water- 12 hours

10. Working at Height – 12 hours, just for MEWP work & scaffolding only

High-Risk Permits must be always kept with the contractor while on site, alongside the Work Authorisation and supporting RAMS. These documents may be requested at any time by LLA staff. Failure to produce them may result in work being stopped at the contractor's cost.

5. Clearance of Work

Once works are complete, the contractor must:

- access the CMS and complete the Clearance of Work
- ensure the work area is left safe and operational, where reasonably practicable
- remove all tools, equipment and materials
- ensure all associated High-Risk Permits have been formally cleared and closed

LLA will review the clearance submission and once satisfied, will formally complete and close the Work Authorisation.

6. Extensions to Work Authorisations and Permits

If work cannot be completed within the approved period:

- The contractor must submit a written justification to the Work Sponsor before the Work Authorisation or permit expires
- If accepted, the existing Work Authorisation will be completed in the system and replicated to create a new authorisation with revised dates
- The same applies to High-Risk Permits requiring extension

7. Emergency Work Authorisations and Permits

Emergency works may be required to make a dangerous situation safe. The following arrangements apply:

- **Within 2 hours of failure**
  - Contractor must immediately notify Technical Services Department (TSD)
  - TSD will appoint a liaison to work with the contractor and their H&S representative
  - A dynamic risk assessment must be completed as soon as reasonably practicable

    - Close supervision will be used as the primary control measures
    - A post=works debrief will be held to capture lessons learned
- **Between 2 and 4 hours of failure**
    - An Emergency Work Authorisation may be issued
    - Emergency High-Risk Permits may be authorised at the time of work by TSD Management or Senior Engineering

8. HV / LV Transfer of Control

- HV and generator contractors operate under a 2-hour contractual call-out
- An approved HV/LV Transfer of Control must be in place before any HV/LV work begins
- An emergency HV/LV Transfer of Control may be authorized by TSD Senior Engineering