Inspections and Auditing

1. Introduction

LLA requires contractors to maintain high standards of safety, compliance and site control throughout their works. To support this, both contractors and LLA carry out inspections and audits to verify that work is being undertaken safely, in accordance with approved Work Authorisations, High-Risk Permits and RAMS. These checks ensure that risks are being managed, documentation is in place, and that work areas remain safe for staff, passengers and other contractors.

Inspections and audits may be planned, routine or unannounced. Contractors must cooperate fully with all LLA representatives, including the Control of Contractors Office (COCO), Technical Services Department (TSD), Airside Operations and the Health & Safety Team.

2. Contractor Self-Inspections

Contractors are responsible for inspecting and monitoring their own work activities. As a minimum, contractors must ensure:

- Daily site inspections are carried out by a competent supervisor.
- Work areas are safe, tidy and compliant with RAMS and Work Authorisation conditions.
- All operatives are signed in and out of the CMS against the correct Work Authorisation.
- High-Risk Permits (e.g., lifting, hot works, confined space) are open, valid and available on request.
- Plant, equipment and tools are inspected before use and maintained in a safe condition.
- Any defects, hazards or non-compliances are recorded and rectified promptly.
- Subcontractors are monitored to ensure they meet the same standards.

Contractors must keep records of their inspections and make them available to LLA upon request.

3. LLA Inspections

LLA representatives may carry out inspections at any time to verify compliance. These may include:

- Routine safety inspections of work areas
- Work Authorisation compliance checks
- High-Risk Permit checks
- RAMS implementation checks
- Plant and equipment inspections
- Airside operational safety checks
- Environmental inspections (waste, spills, pollution control)

LLA may stop work immediately if unsafe conditions are identified or if required documentation cannot be produced.

4. LLA Audits

LLA undertakes two main types of audits:

- **Planned Audits**
  These are scheduled audits carried out by LLA's Health & Safety Team, TSD or Airside Operations. They typically review:
  - compliance with Work Authorisations and High-Risk Permits

- implementation of RAMS and control measures
- competence and training of operatives
- housekeeping, welfare and environmental controls
- documentation, certification and statutory compliance
- contractor management systems and supervision arrangements

Contractors will be notified of planned audits and must make relevant personnel and documentation available.

- **Spot Audits (Unannounced)**
  COCO and other LLA departments may carry out unannounced spot audits at any time. These checks focus on:
  - whether the Work Authorisation is **open, valid and accessible**
  - whether all operatives are **signed in correctly**
  - whether High-Risk Permits are **in place and being followed**
  - whether RAMS are **on site and being implemented**
  - general site safety, behaviour and housekeeping
  - any immediate risks to airport operations

  Spot audits may be brief but are taken seriously. Failure to comply may result in work being stopped, access revoked or further action taken.

5. Audit Expectations

During any inspection or audit, contractors must be able to demonstrate:

- the Work Authorisation is active and matches the work being undertaken
- all operatives are signed in/out correctly
- RAMS are available, understood and being followed
- High-Risk Permits are open, valid and displayed where required
- plant and equipment are certified, safe and fit for use
- exclusion zones, barriers and signage are in place
- housekeeping standards are maintained
- waste is managed correctly
- emergency arrangements are understood by the team
- any issues identified previously have been closed out

Contractors must cooperate fully with auditors and provide information promptly when requested.

6. Non-Compliance and Corrective Actions

Contractors If an inspection or audit identifies non-compliance:

- LLA may stop work immediately.
- Contractors must take corrective action without delay.
- Serious or repeated failures may result in removal from site, suspension of access, or escalation to senior management.
- Contractors may be required to submit evidence of corrective actions or attend follow-up meetings.