

**Contractors works
on airside**

Codes of Conduct

General

The non-public areas of the airport are designated "airside". The areas outside are designated "landside".

These rules of conduct apply to airside as well as premises on landside owned by the airport.

For each works activity within the before mentioned areas Copenhagen Airports A/S (CPH) will appoint an activity supervisor who acts as a liaison with the contractor. The supervisor provides the contractor with necessary information about permitted access routes on airside and gives guidelines for situating the work site, material depots and parking spots, etc.

Liabilities and responsibilities of the contractor

The contractor must ensure that his managerial staff have received the safety instructions required by CPH, and that all his employees operating on airside have been sufficiently trained for driving and working on airside, including use of personal protection equipment (ear-mufflers, etc.). The contractor must also ensure that his employees comply with all instructions.

The contractor must appoint a staff member who will act as his liaison to the CPH activity supervisor. Depending on the circumstances, CPH may require this person to be reachable by phone 24 hours a day.

The contractor and his employees must be instructed about precautionary reporting of irregularities during the works activity. If the CPH activity supervisor should be unavailable for some reason, such reports must be addressed to the CPH Operations Centre (OC) on phone 3231 2380.

If sub-contractors or other supporting companies should be required at the work site, the contractor must ensure that they are thoroughly briefed about the full delivery address within the airport.

E.g.:

*Contractor Company XX
Activity S.147 – Apron Resurfacing
Building 141
Copenhagen Airport South
DK-2791 Dragør
Access Gate: Kastrup South (Sydvagten)*

A correct delivery address is vital. Without it, the sub-contractor may be refused entry in the access gate.

Drivers who have not received airside drivers' safety training by CPH Traffic & Airside Operations must be accompanied by a leader car on airside.

Accidents

In case of an accident at the work site call for assistance via the CPH Alarm Phone 32312000.

Note: For accidents on airside never call for assistance via the external Phone 112.

Delays cost lives. The ambulance will be detained in the access gate until the alarm call has been traced. Therefore, use only the CPH Alarm Phone 32312000, as the Operations Centre coordinates all emergency vehicle operations on airside.

Personal Protection Equipment (PPE)

PPE-clothing must be used in accordance with the Danish (HSE) AT-guide D.5.3, dated August 2002.

Class 3 Hi-Vis clothing must always be used while performing works activities in areas where vehicular traffic is likely, i.e. vehicles can operate everywhere unless the area has been clearly fenced-off.

However, Class 2 Hi-Vis clothing must be used by work inspectors within the work sites mentioned.

The regulations regarding use of Class 3 Hi-Vis clothing also apply for similar works activities outside areas with aircraft operations.

For personnel performing ground handling of aircraft or other operational tasks on air-

craft stands (e.g. inspections, FOD control, etc.) Class 2 Hi-Vis clothing must be used.

Fire and explosion hazards

Smoking is forbidden everywhere on airside! The smoking ban applies both in open air and inside vehicles or aircraft. Refuelling of vehicles must not take place near parked aircraft.

Use of 1) open flames, 2) tools producing smoke 3) explosives 4) waste burning, and 5) corrosive or otherwise dangerous substances on airside, is allowed only with prior permission from the CPH Fire & Rescue.

Damage to airport installations

In case of damage to cables, lamps, power outlets, and other fixed installations the work site liaison must at once inform the CPH person responsible for the activity as well as the CPH Technical Watch Office (TVC) on phone 3231 3600.

Tenants/Users' Permits

Tenants and users of CPH-owned buildings and areas on airside are not allowed to make changes to the premises without prior Tenants/Users' Permit from CPH.

When works activities related to such changes are being planned, the tenant or user must take into consideration the time limits required for obtaining all the necessary official permits from CPH as well as external authorities.

Indoor works activities, for which supplying of building materials and depositing of equipment etc. will be required via airside, must be performed in accordance with the guidelines of the CPH BL3-12 procedure.

Excavation Permits

Prior to all excavation works, pile driving, or filling of earth an excavation permit must be obtained from CPH. Application forms are available from CPH/ EJD, who also issues the excavation permit.

Tall Equipment

For use of equipment with a maximum height above 3 metres within the Manoeuvring Area and above 12 metres within apron- and aircraft servicing areas and in airport-premises on landside a prior permission is required from CPH/TRA.

Application forms are available from CPH/TRA, who also issues the excavation permit. The application must be forwarded to CPH/ TRA no later than 5 workdays before planned start of work. Applications received later than this will be rejected.

Airside Traffic Rules in general

All ground traffic on airside must give way to aircraft and helicopters. Driving on airside must always take place with respect to the circumstances and in accordance with the road signs.

Airside driving is within the jurisdiction of the Danish Road Traffic Act, BL11-1, and the Copenhagen Airport Local Regulations. Violations may result in fines, expulsion or other sanctions as specified by CPH.

Driving on airside is permitted only to those members of the contractor's staff who have received airside drivers' safety training from CPH/TRA. For all other staff the vehicle must be accompanied by an authorized leader car.

Permitted access routes, specific rules for driving, etc., must be arranged beforehand with CPH/TRA during review of the BL3-12 application.

The contractor's staff must use only the approved entry gates and access routes specified by CPH for the particular works activity. Any unauthorized driving or operating outside these limits is forbidden.

Private cars can only be used on airside with a vehicle permit. Violations may result in permanent expulsion.

Every contractor is responsible for ensuring that all the employees are instructed in

the applicable rules concerning their activities on airside.

Only personnel and vehicles relevant for the works activity must enter the fenced-off work site. On the work site, the general speed limit is 30 kmph.

Note! Outside the work site – i.e. elsewhere on airside – the general speed limit is 40 kmph, unless otherwise specified by road signs.

Fencing around work sites

Fencing-off and marking of work sites must be carried out in accordance with the CPH barring procedure and any other requirements specified by CPH/TRA in connection with the review of the BL3-12 application.

Parking and depositing of equipment and materials

Vehicles, auxiliary equipment, and building materials, etc., must not be placed or deposited outside the areas assigned by CPH for this purpose.

The work supervisor is responsible for ensuring that all equipment and materials are sufficiently safeguarded against wind and jet blast from the aircraft.

Tidying Up

If building materials, rubbles, earth, etc., are dropped while driving to or from the work site, the contractor must see to it that everything is collected and that the contaminated area is cleaned immediately. Auto-absorbing sweepers must be used on roads and areas with aircraft operations.

Waste containers and containers used for depositing of building materials must always be provided with a cover in order to prevent aircraft FOD from flying debris.

Clearing of work sites

Before leaving and handing over a previous work site on airside, the area must be tidied-up satisfactorily and re-established as agreed upon with CPH.

All auxiliary equipment, building materials, foreign objects, etc., must be removed prior to reporting the area cleared to the CPH activity supervisor.

Airside Entry Permits

Via the CPH activity supervisor the contractor must apply for temporary entry permits for all his staff employed for the particular works activity on airside.

The entry permits must be returned to the CPH activity supervisor when the employment has ceased at the works activity, or at the end of the validity period.

At the beginning of the works activity it must be arranged with CPH which and how many private cars that may be admitted to airside and where parking is allowed.

No contractor's personnel must drive or operate on their own within the Manoeuvring Area.

Special Agreements

The contractor or his work supervisor must strictly adhere to all agreements with the CPH activity supervisor. In case of any unforeseen matters the CPH activity supervisor must be notified immediately.

This issue supersedes all previous English versions.