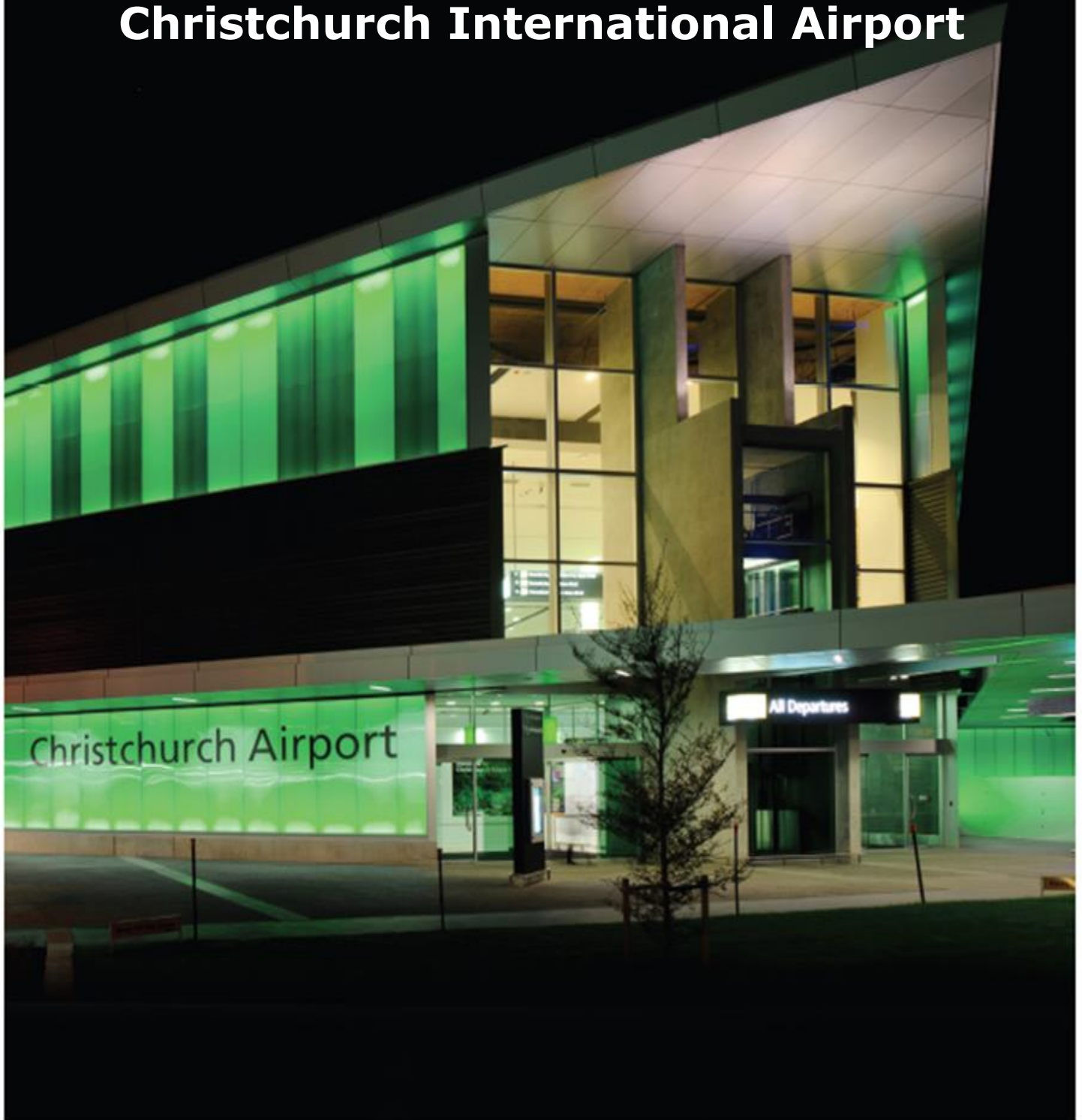


Requirements for Contractors working at Christchurch International Airport



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Document Updates

This document is updated regularly by Christchurch International Airport Ltd (CIAL) to reflect on going changes to our working environment. Please refer to our website to download the latest version.

www.christchurchairport.co.nz/en/doing-business/building-contractors-suppliers/

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TABLE OF CONTENTS

1	Purpose	1
2	Information Contacts.....	1
3	General.....	1
4	CIAL Terminology	2
5	Relationship Between Contractor and CIAL	2
6	Conditions of Contract	2
7	Insurance Requirements	2
8	Responsibilities	3
9	Drug and Alcohol Policy Requirements	3
10	Confidentiality	3
11	Health and Safety	4
12	Health and Safety in Public Areas	5
13	Personal Protective Equipment/Clothing	5
14	Special Work Permits.....	5
	14.1 Permit To Work Airside	5
	14.2 Excavation and Demolition Permit	5
	14.3 Crane Height Restriction Permit	5
	14.4 Hot Work Permit	6
	14.5 Permit To Work On Fire Systems.....	6
	14.6 Notice Of Fire System Shutdown / Test Notice	6
	14.7 Working Around Smoke Detectors & Sprinkler Heads.....	6
	14.8 Building Penetration Permit	6
	14.9 Noise Disruption Permit	7
	14.10 Permit To Work On Existing Services	7
	14.11 Permit To Work In An Electronic Environment.....	7
	14.12 Confined Space Entry Permit	7
	14.13 Traffic Management Plan.....	7
	14.14 Permit Lodgement Timeframes	8
15	Signs and Barricades	8
16	Site Behaviour	8
17	Security Identification	9
18	Personal and CIAL Plant and Property	10
19	Vehicles, Access and Parking	11
	19.1 CIAL Contractors.....	11

19.2	Non-CIAL Contractors	12
19.3	Deliveries.....	12
19.4	Traffic Management.....	12
20	Foreign Object Debris (FOD).....	12
21	Work on the Airfield.....	12
21.1	Access to Airfield	12
21.2	Work Site.....	13
21.3	Contractor Vehicle.....	13
21.4	Cellphones	13
22	Emergencies (Including Fire)	13
23	Workmanship and Materials	13
24	Emergency Shutdowns	13
25	Security Systems	13
26	Environmental Management	14
26.1	General	14
26.2	Stormwater Protection.....	14
26.3	Refuelling of Vehicles.....	14
26.4	Spill Containment and Clean-up	14
26.5	Soil or ground contamination.....	15
27	Job Requests	15
28	Job Completion	15
28.1	Cleaning	15
28.2	As Built Details, Certification	15
29	Maintenance Period	16
30	Site Drawings	17
31	Appendix Table of Contents	18

1 PURPOSE

This document imposes terms and conditions on those performing work on lands, fences, buildings, building services and equipment owned by CIAL or located on CIAL's property ("CIAL Property").

It is a requirement of CIAL that this document is adhered to by:

- a) All contractors, consultants and sub-contractors of CIAL
- b) CIAL's tenants and their tenants, together with all of their contractors, consultants and sub-contractors

In respect of work performed on CIAL Property (for the purposes of this document "**Contractors**").

In addition Tenants are required to comply with requirements set out in the "Additional Requirements for Tenants" (refer Appendix) and notify CIAL of certain Work as per the "Notification of Works" form (refer Appendix)

2 INFORMATION CONTACTS

Propel Asset Services (Propel) is located at 818 Wairakei Rd, Christchurch 8544. Propel is a division of CIAL.

Propel can be contacted by:

- a) Phone: 03 353-7080 or 0508 776 735
- b) Fax: 03 353-7739
- c) Email: propel@cial.co.nz.

CIAL Propel office hours are Monday – Friday 7:30am to 4:30 pm.

The Manager Health & Safety can be contacted by:

- a) Phone: 03 364 5730
- b) Cell: 021 410 562
- c) Email: Katrina.Berry@cial.co.nz

3 GENERAL

This document applies to every Contractor who carries out work on CIAL Property. **A signed acknowledgment of the requirements of this document including agreement to be bound by the terms and conditions contained in this document must be returned to CIAL prior to commencement of any work (refer Appendix)**

No work may commence without the appropriate consent from relevant authorities, e.g. Building Consent.

If the Contractor believes that CIAL or any person employed by CIAL or contracted to CIAL have been involved in any serious wrong doing and wishes to report this, CIAL have procedures for doing so which may be obtained from the CIAL Manager Operations & Asset Services.

4 CIAL TERMINOLOGY

- **AIC** – Airport Identity Card issued by Aviation Security Service (AvSec) and required to be displayed when airside
- **Airside/Sterile Areas** – The area encompassed by the perimeter fence and terminal building wall facing the runway. Sterile areas are sections of Christchurch International Airport (the “Airport”) that are controlled by AvSec for departing passengers beyond the Security Screening Points, as well as all areas within the perimeter fence line, including Apron Manoeuvring areas, Taxiways, & Runways (Refer Site Drawings).
- **Restricted Areas** – International Arrivals Hall (NZ Customs controlled) and all other areas where the general public do not have access.
- **Landside Areas** – These are areas which the general public can normally access subject to the rights of CIAL and CIAL’s tenants and other parties who may have exclusive rights to such areas.

5 RELATIONSHIP BETWEEN CONTRACTOR AND CIAL

The Contractor is and must remain at all times an independent Contractor and is not the servant, employee, agent or partner of CIAL.

The Contractor does not have the authority to pledge credit or incur obligations or liability on behalf of CIAL.

The Contractor will not hold itself out as being a servant, employee, agent or partner of CIAL and will not represent to anyone that it has any power or authority to incur any obligation or liability of any nature on behalf of CIAL.

6 CONDITIONS OF CONTRACT

Unless otherwise specified in the form of contract, or if there is no written contract between the Contractor and CIAL, or the Contractor and CIAL’s contractor or tenant or CIAL’s tenant’s tenant as the case may be, the terms and conditions of any contract between Contractor and that other party, i.e. CIAL, CIAL’s contractor etc. are:

- a) the general terms and conditions set out in NZS3910:2003 unless they are specifically excluded;
- b) any special terms and conditions (including any amendments to the general conditions set out in NZS3910:2003) as agreed between the parties; and
- c) the terms in this document.

Where the terms of NZS3910:2003 are inconsistent with the terms of any other contract for the performance of the works in question the terms of the relevant contract must prevail.

7 INSURANCE REQUIREMENTS

Contractors working on any CIAL Property will ensure they have the following insurance:

- Public liability insurance for an amount not less than \$10 million for airside works and \$5 million for landside works; and

- Motor vehicle third party liability insurance for an amount not less than \$5 million; and
- Contract works insurance where not specifically contracted by CIAL.

Note: Confirmation of specific insurances required will be agreed between CIAL and the Contractor prior to commencement of work and may vary depending on the location and nature of the work being undertaken by the Contractor.

8 RESPONSIBILITIES

Contractors are responsible for their employees, subcontractors, agents and other contractors involved in the work being undertaken. It is the responsibility of the Contractor to ensure that all such people have read and understood this document. The Contractor is responsible for the consequences of a failure by any of its employees, subcontractors and agents to observe these terms and conditions.

Should a Contractor be engaged by CIAL to work on a CIAL Property leased to a third party, then the Contractor will adhere to any tenant requirements in respect of the Contractor's presence on their business premises.

9 DRUG AND ALCOHOL POLICY REQUIREMENTS

CIAL requires contractors working on CIAL property to either abide by CIAL's Drug and Alcohol Policy (the "Policy") or have in place and enforce a Drug and Alcohol Policy which is in CIAL's opinion no less rigorous than the Policy. It is the responsibility of the contractor to ensure all staff are familiar with and comply with the relevant policy and that it procures all necessary consents from its employees and contractors to submit to testing in accordance with the terms of the Policy.

Contractors should note that the Policy is amended as follows in relation to any person while driving airside at the Airport:

- A Positive Blood Alcohol Test while driving airside at the Airport means any level of alcohol per 100ml of blood.
- A Positive Breath Alcohol Test while driving airside at the Airport means any level of alcohol per litre of breath.

If using the Contractor's own Drug and Alcohol policy, this document must be submitted to the CIAL Manager Health & Safety for approval.

All costs associated with enforcement of the Policy will be the responsibility of the contractor and failure to comply with CIAL's Drug and Alcohol Policy Requirements for Contractors may result in withdrawal of pre-qualified status.

10 CONFIDENTIALITY

All confidential information acquired by the Contractor must be treated as confidential by the Contractor and must not be disclosed in whole or part by that party to any third person other than an employee, subcontractor or agent to the extent necessary for performance of the work, without the prior written consent of the CIAL's Manager Operations & Asset Services.

11 HEALTH AND SAFETY

The Contractor specifically acknowledges CIAL's objective to promote excellent health and safety management and comply with the requirements of the Health and Safety in Employment Act (HASEA) and the associated Regulations (1995), Codes of Practice, NZ Standards and Department of Labour (DoL) Guidelines as they may be revoked, replaced and/or amended from time to time.

The Contractor specifically acknowledges the statutory obligation imposed upon it under Sections 16 and 18 of the HASEA to ensure at all times that while it is on or about any CIAL Property, it takes all practicable steps to ensure that no harm is caused to any person on or about that property.

The Contractor will be required by CIAL to complete the Contractor Prequalification Process. The Contractor Prequalification Questionnaire is located on the CIAL website at www.christchurchairport.co.nz/en/doing-business/building-contractors-suppliers/. A Site Specific Health and Safety Plan must be completed before the work commences that identifies and details:

- (i) A description of the Contract
- (ii) Roles and Responsibilities of Site Supervisor, employees and sub-contractors (where applicable)
- (iii) Hazard Management processes (evidence of a Register of generic hazards and use of Task Analysis to identify hazards).
- (iv) Safety Inspection frequency
- (v) Details of Staff Training including evidence of competency (where applicable)
- (vi) Accident/Incident Reporting and investigation including provision for reporting serious harm accidents to the Department of Labour (DoL)
- (vii) Personal Protective Equipment requirements for the project
- (viii) Emergency Procedures (including provision for first aid)
- (ix) Other information as required, depending on the size and nature of the Contract

The designated CIAL Contract Manager may (depending on the size and nature of the contract) call a meeting of representatives of all parties to plan specific health and safety requirements relevant to the contract.

CIAL will monitor health and safety requirements as agreed prior to commencement of contract throughout the period of the contract. This will include informal spot inspections of the worksite, and (for larger contracts) management system audits at agreed timeframes.

Contractors are required to complete the CIAL Contractor Online Induction Training prior to commencement of work.

Contact details for registering for the online CIAL Campus Training Programme:

Email: campus.training@cial.co.nz

12 HEALTH AND SAFETY IN PUBLIC AREAS

The following must be adhered to when works are being undertaken in public areas as consideration for public safety is paramount.

- CIAL will inspect the site prior to work commencing to ensure any barriers to protect public safety are adequate.
- During the construction any barriers/cones erected to ensure public safety must not be moved or removed without CIAL approval.
- When construction is complete CIAL will inspect the site to ensure the highest level of public safety is achieved.
- **Heavy equipment and tools are not permitted on CIAL escalators (e.g. ladders).** Please use the lifts or stairs to access your work area.

13 PERSONAL PROTECTIVE EQUIPMENT/CLOTHING

Personal Protective Equipment (PPE) is mandatory in some areas:

- Airside
- Specialised tasks
- CIAL Construction Sites

PPE requirements include the wearing of a NZ Standards approved high-visibility vest, steel-capped footwear (physical labour tasks), hard hat (construction sites, working around heavy equipment etc.), hearing protection (when applicable) and other PPE as required for the task.

14 SPECIAL WORK PERMITS

Permits issued must be carried on site and made available upon request.

14.1 PERMIT TO WORK AIRSIDE

Where airside work is undertaken the Contractor must apply to Propel and the tenant (if applicable) for a Permit to Work Airside (refer Appendix)

14.2 EXCAVATION AND DEMOLITION PERMIT

Where excavation or demolition work is to be undertaken, the Contractor must apply to Propel (and the tenant if applicable), or CIAL authorised person for an Excavation and Demolition Permit.

Before any excavation work takes place, the Contractor must ensure that the position of all underground services including power cables, telephone lines, computer cables, water, gas and drainage systems is firmly established. CIAL will provide underground service drawings but cannot ensure the accuracy of those drawings. It is the responsibility of the Contractor to confirm the placement of underground services.

14.3 CRANE HEIGHT RESTRICTION PERMIT

Where there is any crane, hiab, concrete pump or similar elevating apparatus work is going to be elevated above the height of adjacent buildings or lighting poles, the

Contractor must apply to Propel or authorised CIAL person, or to the tenant (if applicable) for a Crane Height Restriction Permit.

14.4 HOT WORK PERMIT

If welding or other hot work is to be carried out, this will be arranged with the Tenant (if applicable) and Propel or authorised CIAL person, using the Hot Work Permit (refer Appendix).

14.5 PERMIT TO WORK ON FIRE SYSTEMS

All fire system shut downs and reinstatements will be carried out by CIAL's relevant service provider and if applicable these costs must be paid by the Contractor.

Should testing or an interruption of the fire system be required, or if there is a possibility that the fire system may be interrupted as a result of work, a thorough investigation must be made to ensure no other areas will be affected. These tests and interruptions will be arranged in advance with the Service provider and the Manager Operations and Asset Services or authorised CIAL person and a Permit to Work on Fire Systems applied for by the contractor (refer Appendix).

At no time must both the Fire Alarm and the Fire Sprinkler system be isolated simultaneously.

14.6 NOTICE OF FIRE SYSTEM SHUTDOWN / TEST NOTICE

The Fire System Shut down/Test Notice is to be completed and distributed by the Service Provider on approval of the above Permit by CIAL (refer Appendix).

14.7 WORKING AROUND SMOKE DETECTORS & SPRINKLER HEADS

The Contractor must take extreme care when working around smoke detectors and sprinkler heads. Smoke detectors can give a very early warning of the presence of fire, but the detectors are also susceptible to sanding dust, paint fumes, water blasters, heating and other equipment and therefore the system needs to be isolated from the NZ Fire Service system when Contractors are working on site. Such work can cause contamination (i.e., clogging up with dust or dirt) of the smoke detectors, which may cause a false alarm at a later date. System isolation must be arranged through Manager Operations & Asset Services or authorised CIAL person and the Operations Sequence form completed (refer Appendix).

Sprinkler systems are activated by temperatures above 60°C and can accidentally be activated by heat producing activities e.g. during paint stripping or vinyl laying. If in doubt, contact CIAL's Manager Operations and Asset Services or authorised person.

14.8 BUILDING PENETRATION PERMIT

Should there be a requirement to penetrate a hole greater than 25mm in diameter in a building structure (including walls, floors, ceilings etc.), the Contractor must arrange with Propel or authorised CIAL person and the tenant (if applicable by applying for a Building Penetration Permit (refer Appendix),

14.9 NOISE DISRUPTION PERMIT

Noise level must be kept to a minimum. A Noise Disruption Permit must be completed for activities where noise levels may or will exceed 70dBa, including concrete drilling and concrete cutting. Should noise disruption be anticipated, these disruptions must be arranged by the Contractor in advance with Propel or authorised CIAL Person and the Tenant (if applicable) by applying for a Noise Disruption Permit.

14.10 PERMIT TO WORK ON EXISTING SERVICES

Should work on or near Services be required, or if there is a possibility that Services may be interrupted as a result of work, a thorough investigation must be made to ensure which other areas/users will be affected. Interruptions must be arranged by the Contractor in advance with Propel or authorised CIAL person and the Tenant (if applicable) and an application made by the contractor for a Permit to Work on Existing Services submitted (refer Appendix).

Examples of work on existing services include working on water mains, tenancy sewers, power, data circuits or any other activity that will or has the potential to disrupt business continuity.

14.11 PERMIT TO WORK IN AN ELECTRONIC ENVIRONMENT

Should there be a requirement to perform works in a room or an area containing electronic equipment including IT equipment the Contractor must arrange with the Tenant (if applicable) and either CIAL's Manager Knowledge and Technology Solutions or the Manager Operations and Asset Services or authorised CIAL person and an application made by the contractor for a the Permit to Work in an Electronic Environment (refer Appendix)

14.12 CONFINED SPACE ENTRY PERMIT

Should entry to a confined space be required, then the Contractor must arrange with Propel or a CIAL authorised person and the tenant (if applicable), to apply for a Confined Space Entry Permit (refer Appendix)

Person's entering a confined space must hold Unit Standard 17599 (Plan a Confined Space Entry) and have an observer present at all times. Under no circumstances is a Contractor to enter a confined space without the presence of the safety observer. Appropriate Emergency Response equipment is to be readily available during the entry and a rescue plan provided.

Air quality must be checked prior to commencing work and monitored and documented (refer Confined Space Entry Permit) on a continuous basis using a calibrated gas monitor provided by the Contractor.

Under no circumstances is another person to enter a confined space where a person has collapsed. Emergency Services are to be alerted immediately and the Tenant (if applicable) and the CIAL Works Supervisor notified.

14.13 TRAFFIC MANAGEMENT PLAN

Where public road access is to be restricted due to contractual work requirements, the Contractor must submit a Traffic Management Plan (refer Appendix) 3 days prior to the proposed restriction for approval by the Manager Operations and Asset Services or

CIAL authorised person and the tenant (if applicable). Written approval must be obtained before access can be restricted. The Traffic Management Plan must be in accordance with Transit New Zealand's current Code of Practice for Temporary Traffic Management.

Where there is a risk of danger to the public or to a person working on or near a road, or a risk of damage to the road, an Application for a Temporary Speed Limit must be completed and attached to the Traffic Management Plan (refer Appendix)

14.14 PERMIT LODGEMENT TIMEFRAMES

At least 2 days prior to scheduled commencement of work

- Excavation/Demolition Permit
- Crane Height Restriction Permit
- Airside Work Permit
- Noise Disruption Permit
- Building Penetration Permit
- Permit to work on existing services (unless multiple areas)
- Hot Work Permit
- Confined Space Entry Permit
- Work on CIAL Fire Systems

At least 10 working days prior to scheduled commencement of work

- Work on Existing Services Permit (more than one area)
- Work on CIAL Fire Systems (more than one area)

15 SIGNS AND BARRICADES

Contractors must adhere to all on-site signage.

Contractors must erect appropriate warning signs where hazards exist as a result of Contractor's activity.

Where it is necessary to exclude unauthorised persons from an area, barriers or barricades must be erected by the Contractor with the clear intention of excluding unauthorised persons from that activity site.

16 SITE BEHAVIOUR

- Inconvenience to Airport visitors and employees and CIAL's tenants and their employees and customers in the execution of the work must be avoided to the extent possible by the Contractor.
- Confidentiality and privacy must be respected at all times.
- Smoking is only permitted in designated areas outside buildings. **Note: smoking airside is strictly prohibited in airside operational areas, around fuel farms and dangerous goods compounds.**

- Entry and exit from CIAL premises is from the nearest available access way from where Contractors are carrying out the work. Contractors must not wander through the Airport and will only have access to the areas designated by Propel.
- Contractors must not touch or cause unauthorised interference with any equipment, machinery and controls.
- Contractors must be dressed in a neat and tidy manner and care should be taken to remain clean for the duration of the contract (where possible).
- Contractors must not use radios, stereos or the likes while working on site.
- Photographs may only be taken with the prior consent of CIAL.
- Contractors must keep the work-site clean and tidy at all times.
- Except prescribed by a registered medical practitioner, drugs are not permitted on CIAL Property.
- Intoxicating liquor is not permitted on CIAL Property.
- Contractors must have in place procedures to act upon and respond to incidents where employees report to work whilst under the influence of drugs or alcohol.

The Contractor must disclose to the Manager Operations and Asset Services details of all criminal convictions of any employee, subcontractor, agent or consultant who it is intended will attend at CIAL Property. Such disclosure will initially be made in the Contractor Acknowledgement of Terms but further disclosure must be made as and when any conviction is entered by the courts, immediately the Contractor becomes aware of the conviction. CIAL's Manager Operations and Asset Services reserves the right to refuse access to CIAL Property for those individuals with criminal convictions.

Harassment

CIAL regards any form of harassment as unacceptable and requires the Contractor to be aware of and comply with CIAL's policy on harassment as outlined below:

- a) Behaviour that can be categorised as harassment under the Human Rights Act 1993 is unlawful and will not be tolerated on CIAL Property.
- b) "Cat calls", "wolf whistles", displays of offensive pictures and posters, graffiti or written messages and insulting, objectionable or derogatory comments or gestures must not be directed at or visible to CIAL employees, visitors or any other persons on CIAL Property.
- c) The Contractor will co-operate fully and promptly in investigating a formal complaint of harassment from CIAL and will provide a report to CIAL Manager Operations and Asset Services within three days of request by CIAL.
- d) The Contractor will have no claim and CIAL will have no liability for any loss or expense or extension of time as a result of possible action arising from complaints of harassment during the course of the contract and maintenance period.

17 SECURITY IDENTIFICATION

Contractors working on airside will be issued with an Airport Identity Card (AIC). This will not be issued to any contractor until they have completed the online CIAL Campus Training Programme, outlining the safety and security requirements for working at an International Airport.

No Contractor must bring onto CIAL Property firearms or ammunition, dangerous or offensive weapons, or instruments, or any explosive substance or devices or any injurious substance of any kind without permission from Propel or CIAL authorised person.

No Contractor must leave open or insecure or otherwise disable any door, gate or other barriers that provide controlled access to Airport Security Areas (Airside/Sterile/Restricted).

No vehicle, plant, equipment or device must be deposited, parked or left adjacent to, or on, any security fence or barrier. A distance of 2 metres clearance must be maintained from any part of the security fence line Landside, and a 1.5 metre clearance must be maintained from any part of the security fence line Airside.

The Contractor must not use anything that will allow unauthorised access to airport security or operational areas or that is capable of facilitating the evasion of the control measures for restricted entry to the airport security areas.

Contractors must not deposit, park or leave anything adjacent to or on any fence, barrier, or other things used to prevent/control unauthorised access to any security area or operational area that is capable of facilitating the evasion of control measures.

Contractors must wear clothing with their company ID and/or company logo displayed unless specifically exempted by CIAL Manager Operations & Asset Services.

Access keys and cards are issued as appropriate on request, at no cost. If lost or not returned either a minimum charge of \$30 per item or the cost of replacing the relevant lock(s) will be levied at the discretion of the CIAL Manager Operations & Asset Services.

Contractors working in the Terminal Building Airside/Restricted i.e. Customs, AvSec controlled areas, must ensure they have approval from the Customs Supervisor or Senior Officer to enter and be escorted. This is to be carried out by CIAL staff. For Customs controlled areas see the Duty Chief Customs Officer. For AvSec controlled areas see the Senior Officer at the Screening Point.

CIAL reserves the right to inspect Contractor vehicles entering or leaving the site and to verify the safety status of each vehicle.

Contractors must not leave tools and/or equipment unattended on CIAL Property.

Contractors must not bring animals, members of their family or friends onto CIAL Property.

When entering a CIAL Site to commence work, Contractors must request from the point of contact or Receptionist any specific operational and/or safety information.

18 PERSONAL AND CIAL PLANT AND PROPERTY

When CIAL property and/or plant is issued to a Contractor, the Contractor must sign for the equipment and sign when returned to the issuer.

CIAL does not accept any responsibility for personal property brought on to CIAL Property.

19 VEHICLES, ACCESS AND PARKING

Contractor vehicles will be restricted to vehicles that are required to carry out site duties and to transport Contractors and materials to and from CIAL Property. CIAL's roads and environs are not to be used for parking Contractor vehicles under any circumstances, this includes Drop Off, Piazza and another other type of parking space supplied for the use of another class of vehicle i.e. Taxi Ranks. Access to Contractor parking is permitted only via permanent access cards by completing the Application for Access for Contractor Parking which is available from CIAL's Airport Services Administration Office unless the Contractor requires access for a one-off occasion in which case access can be granted via the intercom. Any Contractor vehicles illegally parked or unauthorised to park will be ticketed and/or removed at the owners' expense and risk.

1. All vehicles must be road legal and fully insured.
2. No vehicles will carry passengers for which seating is not provided.
3. No personal vehicles will be allowed on CIAL Property except when approval is received from the CIAL's Manager Ground Transport Operations.
4. Where a permit has been issued it must be displayed in plain view on the dashboard of the vehicle. Unmarked company vehicles must also have displayed contact details of the driver.

19.1 CIAL CONTRACTORS

When working on/in the Terminal Building on a short-term basis (maximum 4 hours) Contractors must ensure that their vehicles are parked in the designated areas shown on the plan and removed at the end of the time restriction.

A permit system is in place for parking in the Contractors Parking Area or other areas allowed for by CIAL and must be applied for 5 working days prior to commence of any works, except where;

Contractors who are regularly working at CIAL have no requirement to complete the permit application each time they are on-site, however they are still restricted to parking only 4 hours and must use the un-numbered parking spaces within the Contractors Parking Area. If the Contractor requires longer parking time they must apply via the permit process, or if they are required to remain longer on the day contact IOC on 353-7777 and advise of their delay.

Permit process: e-mail parking@cial.co.nz with Contractor Parking Permit Application in the subject line, with contractor details in the message including;

1. Contractor Name
2. Contact details and details of CIAL contact
3. Length of stay required
4. Length of contract
5. Licence plate of vehicle

For longer-term contracts, please refer to the CIAL Ground Transport Operations Manager for other parking options or e-mail parking@cial.co.nz with Contactor Parking Query in the subject line.

19.2 NON-CIAL CONTRACTORS

Contractors not directly engaged by CIAL working on/in the Terminal Building must apply for a permit as per CIAL Contractors above and complete the Application for Access for Contractor Parking which is available from CIAL's Airport Services Administration Office. Where possible CIAL will endeavour to provide parking for the term of the contract, however should CIAL decide there is no parking available the Contractor will need to arrange with the Tenant alternative parking arrangements or Parking and/or access cards are provided at the Contractors/Tenants cost.

19.3 DELIVERIES

Contractors may use the distribution areas in the Domestic Regional Hub and Ground Transport Hub for deliveries at any time subject to space availability. The conditions of use in these areas are governed by any regulatory signage in place for that area; Contractors must depart the area once deliveries have been made unless they have applied for a permit to remain longer. Access for deliveries can be made with a permanent access card or via the intercom on each access area.

19.4 TRAFFIC MANAGEMENT

Any Contractor requiring access to perform work or for delivery purposes that impacts the flow of vehicles or pedestrians from their normal routes must supply a Traffic Management Plan to ensure the health and safety of these users is protected.

Refer to the site plans contained within this document for details of the CIAL campus.

20 FOREIGN OBJECT DEBRIS (FOD)

Extensive damage to aircraft engines occurs as a result of foreign objects on the airfield. Foreign objects are loose items on the airfield such as paper, plastic, stones, drink cans, nuts, bolts etc. All loose items, including rubbish, no matter how small must be cleaned up immediately and removed from CIAL Property in the case of rubbish and kept secure in all other cases. Where rubbish is transported from one place to another it must be secured and/or covered.

This issue is exacerbated because Christchurch Airport experiences extreme weather conditions and high winds, which can move foreign objects from Landside Areas to Airside Areas.

Contractors must be absolutely meticulous about ensuring that loose items are carefully stowed during and at the completion of works, whether they are working in Landside Areas or Airside Areas.

21 WORK ON THE AIRFIELD

21.1 ACCESS TO AIRFIELD

The Contractor must enter the airfield through the gate specified by CIAL.

If the Contractor is given an access card for entry to the airfield, it will be the Contractor's responsibility to ensure they are not "tailgated" onto the airfield. If this should occur the driver should immediately report to either a CIAL Supervisor or to an

Aviation Security Officer. The driver will only use routes approved by a CIAL Supervisor.

21.2 WORK SITE

Once on the airfield, no workers or vehicles will move outside the area marked by cones or marker boards, or outside the area agreed with the CIAL Supervisor. This is particularly important when working up to the hold point on a taxiway, as the runway may be operational.

21.3 CONTRACTOR VEHICLE

Contractor vehicles must have clear company identification on the outside of the vehicle.

21.4 CELLPHONES

CAA requires all equipment NOT intrinsically safe to be at least 3 metres from refuelling equipment and aircraft vents.

Keep all phones, PDA's and vehicles outside the 3 metre hazard zone around refuelling equipment, hydrant connections and wing vents on both sides of the aircraft.

22 EMERGENCIES (INCLUDING FIRE)

Before commencing work on CIAL Property, Contractors must be acquainted with the location of fire exits and "break glass" call points. If a fire (or any other physical emergency) is seen or suspected, the nearest fire alarm must be activated. On the sounding of any fire alarm, Contractors must evacuate the building via the nearest available fire exit.

23 WORKMANSHIP AND MATERIALS

Where not specifically described elsewhere, all materials must be of the highest quality. All work must be carried out in accordance with the best trade practice and in accordance with the relevant New Zealand Standards and Regulations.

24 EMERGENCY SHUTDOWNS

Contractors may shut services down in an emergency after approval from the Manager Operations and Asset Services or CIAL authorised person unless there is the likelihood of injury or property damage, when the services can be shutdown with immediate notification to the Manager Operations & Asset Services.

25 SECURITY SYSTEMS

All security system shutdowns and reinstatements must be carried out by CIAL's Service provider and if applicable these costs must be paid by the Contractor. When a shutdown is required the Service provider must be advised by the Contractor in sufficient time for them to give the Manager Operations and Asset Services or authorised CIAL person four (4) working days written notice.

26 ENVIRONMENTAL MANAGEMENT

26.1 GENERAL

The Contractor shall comply with the Resource Management Act 1991 and its amendments and comply with other relevant environmental regulations, including all CIAL consent requirements.

26.2 STORMWATER PROTECTION

CIAL has resource consents from Environment Canterbury which permit the discharge of stormwater at the airport. These consents only allow clean stormwater to enter stormwater drains.

Contractors must take best practise steps to prevent any contaminated run-off resulting from their activities from entering stormwater drains.

The following cannot under any circumstances be emptied, hosed or allowed to enter stormwater drains:

- Wash-down water from equipment
- Run-off from concrete cutting
- Water blasting run-off from buildings or equipment
- Vehicle wash-down water
- Paint, oils, or any other hazardous substances.

Washing down of plant and equipment is only permitted in dedicated wash down areas that discharge to trade waste

All personnel engaged by the Contractor including sub- contractors must be made aware of these requirements.

Any contaminated water entering the stormwater system is a breach of the CIAL stormwater resource consents.

26.3 REFUELLING OF VEHICLES

CIAL's stormwater consents only allow refuelling to take place in dedicated areas that drain to stormwater interceptors. If possible all refuelling of contractor vehicles or equipment should take place either in dedicated refuelling areas or off site.

If this is impractical then approval must be sought from CIAL Manager Operations and Asset Services to ensure that appropriate methods are used – such as containment of the area, protection of stormwater drains, provision of spill kits and supervision of personnel carrying out refuelling activities.

26.4 SPILL CONTAINMENT AND CLEAN-UP

The Contractor shall employ best practice methods to ensure that spills and leaks of hazardous substances from equipment do not occur.

If spills and leaks occur then they must be contained, cleaned up in accordance with CIAL's Spill Procedure. Any spill of more than 5 Litres OR any spill that enters a

stormwater drain must be reported to the Integrated Operations Centre immediately on 0508 778 888.

All personnel engaged by the Contractor will be familiar with the correct spill clean up and reporting procedure.

Appropriately sized spill kits must be held and maintained on site by the Contractor.

26.5 SOIL OR GROUND CONTAMINATION

The Contractor shall advise CIAL's Supervisor of any suspected contamination that is encountered immediately. Indications of possible contamination include but are not limited to the following:

- Rusted barrels and containers
- Stained or discoloured soils in contrast with the adjacent soil
- Fill material containing debris
- Oil sheen on groundwater or oil residues

27 JOB REQUESTS

If the Contractor is requested to do work directly by an employee of CIAL or a tenant of CIAL, which is outside of the scope of the original job, they must report the requirement to Manager Operations and Asset Services immediately and not commence the work until authorised to do so by CIAL.

28 JOB COMPLETION

Notification to the contracting party (i.e. CIAL or CIAL's tenant) and to the Manager Operations and Asset Services or authorised CIAL person is required on completion of the works, or part of the job, as soon as possible after completion. Access keys/cards and all visitors and other passes issued must be handed in at the end of each week and/or upon completion of the job.

On termination of any contract between the Contractor and CIAL the Contractor must return to CIAL all information and property belonging to CIAL.

28.1 CLEANING

On completion of work, Contractors are required to clean up and remove from CIAL Property all debris and rubbish associated with the works.

28.2 AS BUILT DETAILS, CERTIFICATION

As-built drawings, compliance certificates and documents must be provided to the Manager Operations and Asset Services or authorised CIAL person on job completion. All As-Built documentation must be formatted as per the CIAL Propel Procedure: Operating, Maintenance & As-Built Documentation.

29 MAINTENANCE PERIOD

Any new installation must be maintained throughout the prescribed warranty period in accordance with the equipment suppliers recommendations and in accordance with agreed specifications.

The contractor will attend promptly to any faults that may occur within the maintenance period specified in the relevant contract.

30 SITE DRAWINGS

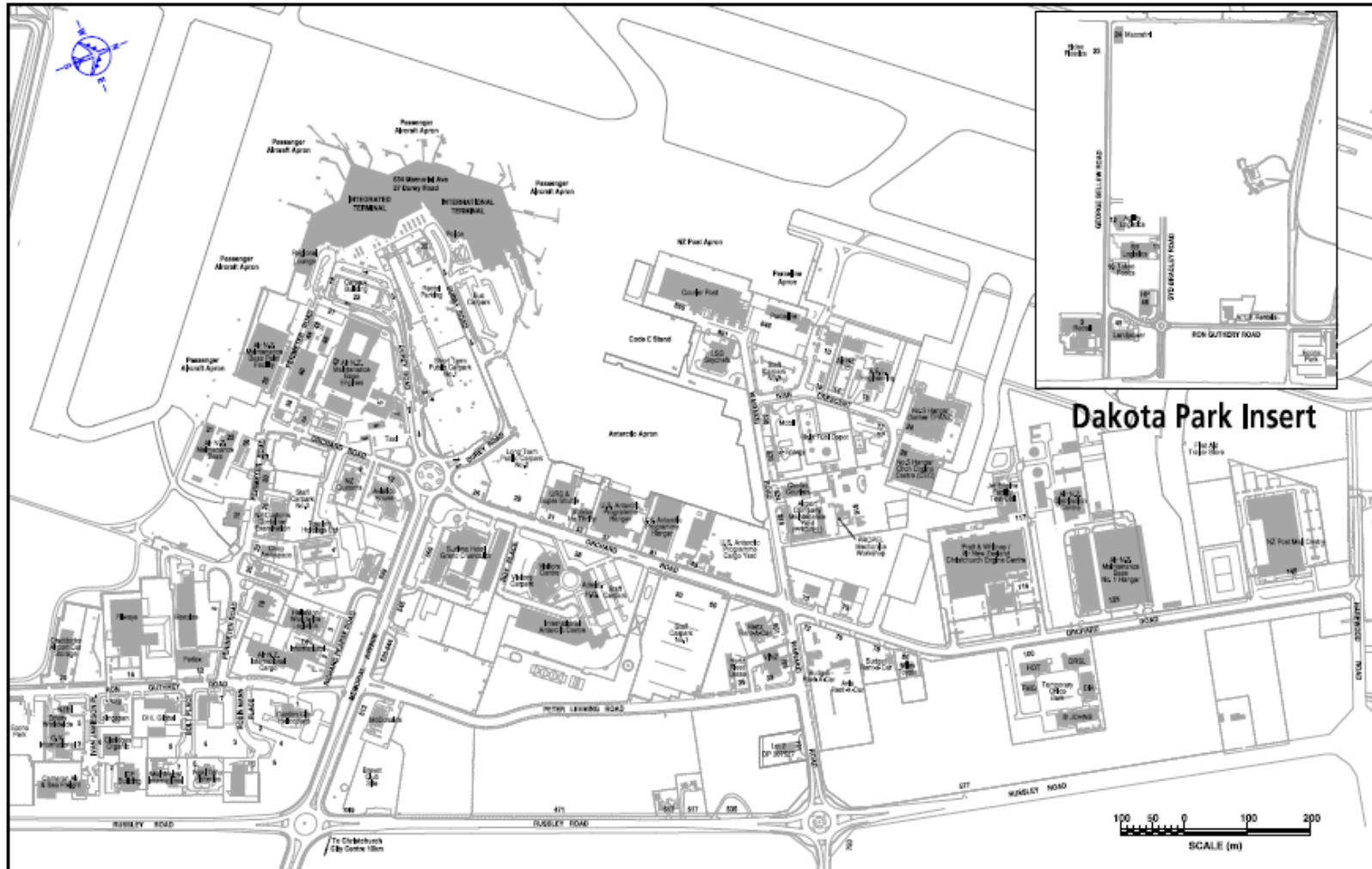
Please see attached CIAL Drawings:

- “Contractor Vehicle Parking Map”, and
- “CIAL Street Number Map”.

31 APPENDIX TABLE OF CONTENTS

1	Contractors Vehicle Parking Map	19
2	CIAL Street Numbers Map.....	20
3	Additional Requirements For Tenants	21
	3.1 General	21
4	Tenant Notification Of Works.....	22
5	Contractors Acknowledgement of Terms	243
6	Permits to Work.....	24

2 CIAL STREET NUMBERS MAP



Pht: (03) 353 7080
 Fax: (03) 353 7030
 818 Wakefield Road

REV	TITLE
AB	09.05.14
AC	17.07.14
AD	08.08.14

CHRISTCHURCH INTERNATIONAL AIRPORT LIMITED
STREET NUMBERS

DESIGN	SCALE
DRAWN S.A. HOGGART DATE 1,04,1999 DWG NO. CITY DESIGN NUMBER AG007001	1 : 5500 @ A3 SHEET 1 of 1 REV AD

3 ADDITIONAL REQUIREMENTS FOR TENANTS

3.1 GENERAL

Any Tenant who proposes to make modifications to a CIAL Building or Building Service must notify Manager Operations and Asset Services or CIAL authorised person on the attached Tenant Notification of Works form (refer Appendix), to be photocopied as required and return prior to commencement of work. Please complete a separate form for each task.

A signed completed Contractor Acknowledgment of Terms (refer Pre-Qualification Questionnaire) must also be returned to the Manager Health & Safety, prior to commencement of the work.

This document is to be made available to and applies to every Contractor who carries out work on CIAL Property.

No work must proceed without the approval of CIAL and the appropriate consent from the relevant authorities, e.g. building consents.

Tenants must ensure that:

- They or their Contractors carry contractors all risk insurance suitable for any project carried out on their premises. CIAL has no responsibility to carry any such cover.

Tenants are responsible in all respects for conduct of Contractors, which they engage.

The Tenant must not interfere at the scene of any accident on or about CIAL premises, however caused, unless such interference is necessary to save the life, relieve suffering, maintain essential services or prevent loss or serious damage to property.

5 CONTRACTOR ACKNOWLEDGEMENT OF TERMS

(This Document to be copied as required.)

Date:

I/We have read and understood the Christchurch International Airport Limited (CIAL) "Requirements for Contractors" Document and all relevant Policies and Procedures and agree to be bound by its/their terms.

Name of Contractor:

Signature of Contractor:

Phone Number:

Postal Address:

Email Address:

Description of Contracted Works:

.....

Name and Signature of Employees/Subcontractors/Consultants who will be on site:

<i>Name</i>	<i>Signature</i>	<i>Name</i>	<i>Signature</i>
.....
.....
.....
.....
.....
.....
.....
.....

Details of any criminal convictions of Employees/Subcontractors/Consultants who will be on site:

When completed please return along with copies of your public liability and third party motor vehicle insurance certificates (stamped by your insurer) to:

Fax (03) 353-7739 or Email: propel@cial.co.nz.

CIAL Action

- Insurance compliance checked
- Property Approved (if Applicable)
- Online Campus Training Programme completed (If Applicable)

6 PERMITS TO WORK

CRANE HEIGHT RESTRICTION PERMIT

CIAL Permit No _____ Name of CIAL person generating Works Order _____

INSTRUCTIONS

- a) This Permit is to be completed for all mobile crane lifts, hiabs, concrete pumps or similar elevating apparatus operating within the airfield boundary and lodged with Propel Asset Services, 818 Wairakei Road (Fax: 353-7739, email: propel@cial.co.nz), or the nominated CIAL Project Manager **2 days** prior to commencing work.
- b) 1 copy of this Permit to be held by the Permit Issuer and 1 copy to be held at the worksite by the Permit Recipient
- c) This Permit requires re-issue if the scope of the work changes.

1. Description of Work and Location

Maximum Height:	Services identified underground/overhead Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Company Name:	Phone:
	Email:
Start date/time:	
Finish date/time:	
Tenant notified (if applicable) <input type="checkbox"/>	
Lifting Plan attached/viewed <input type="checkbox"/>	Task Analysis attached/viewed <input type="checkbox"/>

2. Authority to Work

I give my permission to the proposed work described above subject to the following:		
CIAL Approving Manager Name:	Title:	Signature:
Tenant Permission if applicable (name and signature):		

3. Permit Sign-on: (before starting work)

<i>(The Permit Issuer and Permit Recipient agree to abide by the conditions specified on the Permit)</i> Permit Recipient (tradeperson's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

4. Permit Closure (sign-off when work is finished)

(I certify that the work described above has been completed)

Permit Recipient (tradeperson's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contact by Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

NB: Failure to notify of permit closure could result in non-payment and/or termination of pre-qualified contractor status.

For CIAL use only: Before work starts copy to: Ford Robertson, CIAL Quality & Security Manager (ford.robertson@cial.co.nz) and John Davis, Airways NZ, Chch Tower Team Leader (john.davis@airwaysnz.co.nz)

HOT WORK PERMIT

CIAL Permit No: _____ **Name of CIAL person generating Works order:** _____

INSTRUCTIONS

- a) This Permit must be lodged with CIAL Propel Asset Services, 818 Wairakei Road (Fax: 353-7739, email: propel@cial.co.nz) or the nominated CIAL Project Manager **2 days** prior to commencing work
- b) 1 copy of this Permit to be held at site with Permit Recipient and 1 copy held with Permit Issuer
- c) This Permit is valid for 1 shift only. Under certain circumstances it can be suspended for a maximum of 5 shifts (at the discretion of the Permit Issuer)

1. Description of Work and Location

Company Name:	Phone:
	Email:
Start date/time:	
Finish date/time:	
Type of hot work:	Permission to suspend Permit for 5 shifts:
Sparks <input type="checkbox"/> Use of Open Flame <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tenant notified (if applicable) <input type="checkbox"/>	Task Analysis Attached/Viewed <input type="checkbox"/>
Tenant Permission if applicable (name and signature)	

2. Precautions prior to commencing work

General Precautions	Yes	N/A	Precautions within 10 metres of work	Yes	N/A
Sprinklers and/or fire hose in service			All wall and floor openings covered		
Area Supervisors notified			Combustible floors swept, wetted down, covered with damp sand or metal or fireproof sheets		
Cutting/welding equipment in good repair and fitted with flashback arrestors			Combustible and flammable liquids protected with fireproof tarpaulins or metal shields		
Operator aware of the exits and exits are not obstructed			Fire retardant sheets suspended under work area when working above		
Work on enclosed equipment	Yes	N/A	Fire Watch	Tick Box	
Equipment cleaned of all combustibles			Supplied with Fire extinguisher		
Fume extraction equipment available			Trained in use of equipment and sounding alarms		
Adequate air flow through enclosed equipment to be provided while cutting and welding is done			Smoke detectors deactivated/covered		
			Fire proof screens if applicable		

3. Permit Sign on: (before starting work)

(The Permit Issuer and the Permit Recipient agree to abide by the conditions specified on the Permit)

Permit Recipient (tradeperson’s signature)	Date:
CIAL Permit Issuer (signature)	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

4. Fire Check after completion of work (Fire Watch)

<i>I confirm that I have checked the area during and 60 minutes after operation:</i>	<i>Signature:</i>
--	-------------------

5. Daily Fire Watch: complete where Permit is suspended (refer instructions on Page 1)

I confirm that I have checked the area during and 60 minutes after operation

Date:	Fire Watch sign-off:	
Date:	Fire Watch sign-off:	
Date:	Fire Watch sign-off:	
Date:	Fire Watch sign-off:	

6. Permit Closure: (sign-off when work is finished)

(I certify that the work described above has been completed)

Permit Recipient (tradeperson’s signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

NB: Failure to notify of permit closure could result in non-payment and/or termination of pre-qualified contractor status.

For CIAL use only: On completion of work

Sign off required (permit closure) by Issuer and Recipient.

Both Permits to be filed together (Issuer/Recipient copy)

CONFINED SPACE ENTRY PERMIT

CIAL Permit No _____ Name of CIAL person generating Works Order _____

INSTRUCTIONS

- a) This Permit must be lodged **2 days** prior to commencing work with Propel Asset Services, 818 Wairakei Road (Fax: 353-7739, email: propel@cial.co.nz) or the nominated CIAL Project Manager.
- b) Persons entering a confined space must hold Unit Standard 17599
- d) 1 copy of this Permit is to be held by the Permit Issuer and 1 copy to be held at the worksite by the Recipient
- c) This permit is valid for 1 shift only

1. Description and Work Location

Company Name:	Phone:
	Email:
Start date/time:	
Finish date/time:	
Tenant notified if applicable <input type="checkbox"/>	Task Analysis Attached/Viewed <input type="checkbox"/>
Tenant Permission if applicable (name and signature)	

I have been advised and brief of work task, hazards, precautions and emergency plan. I agree to abide by all permit requirements.

Name of Team Members	Time of Entry	Time of Exit

2. Pre-Start

Special Precautions	Yes	N/A	Will the task?	Yes	No
All screens, barricades and signs in place			Change the atmosphere?		
All isolations in place and tested			Introduce electrical hazards?		
Ventilation established?			Create elevated noise levels?		
Chemical safety data sheet precautions identified?			Cause dust or fumes?		
Safety Observer assigned			Additional lighting required?		
Name of Safety Observer:			Confirmation of Training (US 17599) <input type="checkbox"/>		

3. Atmospheric testing

Pre-entry and continuous monitoring of atmosphere for contaminants and oxygen level is mandatory: Oxygen (20.9% – 23.5% vol): Flammables (≤ 5% LEL), Carbon Monoxide (25 ppm), Hydrogen Sulphide (10ppm), Ammonia (25ppm). No hot work if ≥1% LEL)						
Gas	Pre-Entry Test Result	Continuous Test Result	Continuous Test Result	Continuous Test result	Continuous Test Result	Continuous Test Result
Oxygen (Optimum 20.9%)						
Explosive (Optimum 0)						
Other gases (Optimum 0)						
Time of Test						
Person who tested (Initial)						

Rescue and emergency procedures are understood and will be abided by:	
<input type="checkbox"/> On Site Rescue - Call 8888 – CIAL Airport Fire Services <input type="checkbox"/> Radio – Standby person and person in confined space	
Safety Equipment/Personal Protective Equipment: (Mandatory)	
<input type="checkbox"/> Radio <input type="checkbox"/> Lifelines <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> PPE <input type="checkbox"/> Calibrated Gas Monitor	
Hot Work: to be carried out as per the CIAL Propel Asset Services Hot Work Permit	

4. Permit Sign on: (before starting work)

(The Permit Issuer and the Permit Recipient agree to abide by the conditions specified on the Permit)

Permit Recipient (tradeperson’s signature)	Date:
CIAL Permit Issuer (signature)	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

5. Permit Closure: (sign-off when work is finished)

(I certify that the work described above has been completed)

Permit Recipient (tradeperson’s signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

NB: Failure to notify of permit closure could result in non-payment and/or termination of pre-qualified contractor status.

For CIAL use only: *On completion of work*

Sign off required (Permit Closure) by Issuer and Recipient. Both Permits to be filed together (Issuer/Recipient copy)

DEMOLITION AND EXCAVATION PERMIT

CIAL Permit No: _____ Name of CIAL person generating Works Order: _____

INSTRUCTIONS

- a) This Permit must be lodged **2 days** prior to commencing work with Propel Asset Services. 818 Wairakei Road (Fax: 353-7739, email: propel@cial.co.nz) or the nominated CIAL Project Manager
- b) 1 copy of this Permit to be held by the Permit Recipient and 1 copy be held at the site by the Permit Issuer
- c) This Permit requires re-issue if the scope of the work changes

1. Description of Work and Location

Company name/Contact Person:	Phone:
	Email:
Start date/time:	
Finish date/time:	
Tenant notified if applicable <input type="checkbox"/>	Task Analysis Attached/Viewed <input type="checkbox"/>
Tenant Permission if applicable (name and signature)	
Type of work: Drilling <input type="checkbox"/>	Concrete cutting <input type="checkbox"/> Breaking Ground <input type="checkbox"/>

2. Services Affected

This area has been checked by CIAL Services Manager (name/signature) and the following services identified:	
<input type="checkbox"/> Data	<input type="checkbox"/> Electrical <input type="checkbox"/> Potable Water <input type="checkbox"/> Fuel Systems
<input type="checkbox"/> Sewer lines	<input type="checkbox"/> Stormwater <input type="checkbox"/> Other (specify) _____

3. Excavation Requirements

Hand digging mandatory around services	Spotter Assigned <input type="checkbox"/>
Hand digging <input type="checkbox"/> 0.5m <input type="checkbox"/> N/A	Name of Spotter:
No loose material or Heavy Loads within 600mm of edge unless special shoring is in place <input type="checkbox"/> N/A <input type="checkbox"/>	
Depth <1.5m <input type="checkbox"/>	Requirements at depth 1.5m or greater:- Confined space permit, DOL notified, battering or shoring.
Depth 1.5m or greater <input type="checkbox"/>	
Engulfment Controls in Place <input type="checkbox"/>	

4. Permit Sign on: (before starting work)

(The Permit Issuer and the Permit Recipient agree to abide by the conditions specified on the Permit)

Permit Recipient (trade person's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

5. Permit Closure: (sign-off when work is finished)

(I certify that the work described above has been completed)

Permit Recipient (trade person's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

NB: Failure to notify of permit closure could result in non-payment and/or termination of pre-qualified contractor status.

For CIAL use only: On completion of work - Sign off required (Permit Closure) by Issuer and Recipient.)

PERMIT TO WORK ON CIAL FIRE SYSTEMS

CIAL Permit No _____ Name of CIAL person generating Works Order _____

INSTRUCTIONS

- a) This Permit must be lodged **2 working days** prior to commencing work with Propel Asset Services, 818 Wairakei Road (Fax: 353-7739, email: propel@cial.co.nz). For more than 1 area the permit should be lodged **10 working days** before work commences.
- b) 1 copy of this Permit to be held by the Permit Issuer and 1 copy to be held at the worksite by the Permit Recipient together with the Task Analysis/Operations Sequence.
- c) This Permit requires re-issue if the scope of the work changes

1. Location and Reason for Test/Shutdown

--

2. Shutdown Details

Company name:	Phone:
	Email:
Start date/time:	
Finish date/time:	
Reinstated daily (circle): Yes No	Continuous (circle): Yes No
Tenant notified (if applicable) <input type="checkbox"/>	Task Analysis Attached/Viewed <input type="checkbox"/>
Tenant Permission if applicable (name and signature):	
Operations Sequence required: Yes No (if yes, attached)	PFA No
Changes to CIAL network/Technology: Yes No	

3. Permit Sign on: (before starting work)

(The Permit Issuer and the Permit Recipient agree to abide by the conditions specified on the Permit)

Permit Recipient (tradeperson's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

4. Permit Closure: (sign-off when work is finished)

(I certify that the work described above has been completed)

Permit Recipient (tradeperson's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

NB: Failure to notify of permit closure could result in non-payment and/or termination of pre-qualified contractor status.

For CIAL use only: On completion of work

Sign off required (Permit Closure) by Issuer and Recipient. Both Permits to be filed together (Issuer/Recipient copy)

OPERATIONS SEQUENCE

Corresponding Permit No: _____ (CIAL use only)

INSTRUCTIONS

When requested by CIAL, this Operations Sequence is to be completed and lodged with Propel Asset Services, 818 Wairakei Road (Fax: 353-7739, email: propel@cial.co.nz) together with the relevant Permit.

1. Purpose of Operation

--

2. Shut Down Operations Sequence

Compiled by:	Checked By:
--------------	-------------

Seq #	Action	Time	Actioned By
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

3. Operation Complete

I certify that the sequence described above has been completed	
Tradesperson (Name and signature):	Date:
CIAL Permit Issuer (Signature):	Date:

For CIAL use only: On completion of work

This Operations Sequence to be attached to appropriate Permit and filed together.

SERVICE PROVIDER

SYSTEMS SHUT DOWN/TESTING NOTIFICATION

To: CIAL IOC	Fax: 353 7730
To: ADT Monitoring	Fax: 0800 238 113
To: Marsh McLennan	Fax: 366 3883
To: CIAL Airport Fire Service	Fax: 353 7707
To: CIAL Propel	Fax: 353 7739

FIRE SYSTEM SHUT DOWN / TESTING NOTICE

Please be advised, the following sprinkler systems/smoke detector system in the above site will be isolated, as per the following system shut down/test permit.

Date of Shutdown ____/____/____

- | | | | | |
|--------------------------|------------|--------|--|----------|
| <input type="checkbox"/> | PFA 510077 | A4 SPK | Christchurch Airport Terminal Building International | System 4 |
| <input type="checkbox"/> | PFA 512047 | A5 SPK | Christchurch Airport Terminal Building International | System 5 |
| <input type="checkbox"/> | PFA 512048 | A6 SPK | Christchurch Airport Terminal Building International | System 6 |
| <input type="checkbox"/> | PFA 512049 | A7 SPK | Christchurch Airport Terminal Building International | System 7 |
| <input type="checkbox"/> | PFA 512050 | A FA | Christchurch Airport Terminal Building International | |
| <input type="checkbox"/> | PFA 513483 | B1 SPK | Christchurch Airport Terminal Building Domestic | System 1 |
| <input type="checkbox"/> | PFA 513612 | B FA | Christchurch Airport Terminal Building Domestic | |

PFA Number: _____

I will be responsible for carrying out the work above. No attempt will be made by me or any other person under my control to test/shut down any other existing service.

Name:	Company:
Signature:	Phone:

FIRE SYSTEM REINSTATEMENT

The above system has now been reinstated at _____ (Time) on _____ (Date)

Name:	Company:
Signature:	Phone:

Area checked by CIAL on completion of work

Checked by:	Date:
-------------	-------

PERMIT TO WORK ON EXISTING SERVICES

CIAL Permit No _____ Name of CIAL person generating Works Order _____

INSTRUCTIONS

- a) This Permit must be lodged **2 days** prior to commencing work with Propel Asset Services, 818 Wairakei Road (Fax: 353-7739, email: propel@cial.co.nz) or the nominated CIAL Project Manager.
- b) 1 copy of this Permit to be held by the Permit Issuer and 1 copy to be held at the worksite by the Permit Recipient together with the task analysis/operations sequence.
- c) This Permit requires re-issue if the scope of the work changes

1. Location and Reason for Work

Company name:	Phone:
	Email:
Start date/time:	
Finish date/time:	
Tenant notified (tick box if applicable) <input type="checkbox"/>	Task Analysis viewed/attached <input type="checkbox"/>
Operations sequence required Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Tenant Permission if applicable (name and signature):	

2. Equipment Isolations (where applicable)

Equipment Description	Lock and Tag No	Applied by	Removed (tick)

3. Permit Sign on: (before starting work)

(The Permit Issuer and Permit Recipient have inspected the working area and agree to abide by the conditions specified on the Permit)

Permit Recipient (trade person's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

4. Permit Closure: (sign-off when work is finished)

(I certify that the work described above has been completed)

Permit Recipient (trade person's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

NB: Failure to notify of permit closure could result in non-payment and/or termination of pre-qualified contractor status.

For CIAL use only: *On completion of work*

Sign off required (Permit closure) by Issuer and Recipient. Both Permits to be filed together (Issuer/Recipient copy)

NOISE DISRUPTION PERMIT

CIAL Permit No _____ **Name of CIAL person generating Works Order** _____

INSTRUCTIONS

- a) This Permit must be lodged **2 days** prior to commencing work with Propel Infrastructure Services, 818 Wairakei Road (Fax: 353-7739, email: propel@cial.co.nz) or the nominated CIAL Project Manager.
- b) 1 copy of this Permit to be held by the Permit Issuer and 1 copy to be held at the worksite by the Permit Recipient.
- c) This Permit requires re-issue if the scope of the work changes

1. Location and Description of Noise

Noise type (e.g. grinder, jackhammer, drill etc.):	
Company name:	Phone:
	Email:
Tenant notified (tick if box is applicable) <input type="checkbox"/>	Task Analysis viewed/attached <input type="checkbox"/>
Tenant Permission if applicable (name and signature):	

2. Disruption Duration

Start date/time:
Finish date/time:

3. Permit Sign on: (before starting work)

(The Permit Issuer and Permit Recipient have inspected the area and agree to abide by conditions specified on Permit)

Permit Recipient (tradeperson's signature)	Date:
CIAL Permit Issuer (signature)	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

4. Permit Closure: (sign-off when work is finished)

(I certify that the work described above has been completed)

Permit Recipient (tradeperson's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

NB: Failure to notify of permit closure could result in non-payment and/or termination of pre-qualified contractor status.

For CIAL use only: *On completion of work*

Sign off required (Permit closure) by Issuer and Recipient. Both Permits to be filed together (Issuer/Recipient copy)

PERMIT TO WORK IN AN ELECTRONIC ENVIRONMENT

CIAL Permit No _____ CIAL person generating Works Order _____

INSTRUCTIONS

- a) This Permit must be lodged **2 days** prior to commencing work and lodged with Propel Asset Services , 818 Wairakei Road (Fax: 353-7739, email: propel@cial.co.nz) or the nominated CIAL Manager.
- b) 1 copy of this Permit to be held by the Permit Issuer and 1 copy to be held at the worksite by the Permit Recipient.
- c) This Permit requires re-issue if the scope of the work changes.

1. Location and Description of Work

Company name:	Phone:
	Email:
Tenant notified (tick box if applicable) <input type="checkbox"/>	Task analysis received/viewed <input type="checkbox"/>
Tenant Permission if applicable (name and signature):	

2. Work Duration

Start date/time:
Finish date/time:

3. Permit Sign on: (before starting work)

(The Permit Issuer and Permit Recipient have inspected the work area and agree to abide by the conditions specified on the Permit)

Permit Recipient (trade person's signature)	Date:
CIAL Permit Issuer (signature)	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

4. Permit Closure: (sign-off when work is finished)

(I certify that the work described above has been completed)

Permit Recipient (trade person's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

NB: Failure to notify of permit closure could result in non-payment and/or termination of pre-qualified contractor status.

For CIAL use only: On completion of work

Sign off required (Permit closure) by Issuer and Recipient. Both Permits to be filed together (Issuer/Recipient copy)

PERMIT TO WORK AIRSIDE

CIAL Permit No _____ CIAL person generating Works Order _____

INSTRUCTIONS

- a) This Permit must be lodged **2 days** prior to commencing work and lodged with Propel Asset Services, 818 Wairakei Road (Fax: 353-7739, email: propel@cial.co.nz) or the nominated CIAL Project Manager.
- b) 1 copy of this Permit to be held by the Permit Issuer and 1 copy to be held at the worksite.
- c) This Permit requires re-issue if the scope of the work changes.

1. Location and Description of Work

Company Name:	Phone:
	Email:
Tenant notified (tick box if applicable) <input type="checkbox"/>	Task analysis attached/viewed <input type="checkbox"/>
Tenant Permission if applicable (name and signature):	

2. Duration

Start date/time:
Finish date/time:

3. Permit Sign on: (before starting work)

(The Permit Issuer and Permit Recipient agree to abide by the conditions specified on the Permit)

Permit Recipient (tradesperson signature)	Date:
CIAL Permit Issuer (signature)	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

4. Permit Closure: (sign-off when work is finished)

(I certify that the work described above has been completed)

Permit Recipient (tradesperson's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

NB: Failure to notify of permit closure could result in non-payment and/or termination of pre-qualified contractor status.

For CIAL use only: On completion of work

Sign off required (Permit closure) by Issuer and Recipient. Both Permits to be filed together (Issuer/Recipient copy)

BUILDING PENETRATION PERMIT

CIAL Permit No _____ CIAL person generating Works Order _____

INSTRUCTIONS

- a) Anyone wishing to penetrate a hole greater than 25mm in diameter in a building structure (includes walls, floors, ceilings etc.) must lodge this Permit **2 days** prior to commencing work with Propel Asset Services, 818 Wairakei Road (Fax: 353-7739, email: propel@cial.co.nz) or the nominated CIAL Project Manager.
- b) 1 copy of this Permit to be held by the Permit Issuer and 1 copy to be held at the worksite.
- c) This Permit requires re-issue if the scope of the work changes.

1. Location and Description of Work

Company Name:	Phone:
	Email:
Tenant notified (tick box if applicable) <input type="checkbox"/>	Task analysis attached/viewed <input type="checkbox"/>
Tenant Permission if applicable (name and signature):	

2. Duration of Work

Start date/time:	
Finish date/time:	
No of hours	No of days

3. Permit Sign on: (before starting work)

(The Permit Issuer and Permit Recipient agree to abide by the conditions specified on the Permit)

CIAL Permit Issuer (signature)	Date:
Permit Recipient (tradeperson's signature)	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

4. Permit Closure: (complete when work is finished)

(I certify that the work described above has been completed)

Permit Recipient (tradeperson's signature):	Date:
CIAL Permit Issuer (signature):	Date:
Contacted by: Phone <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/>	

NB: Failure to notify of permit closure could result in non-payment and/or termination of pre-qualified contractor status.

For CIAL use only: *On completion of work*

Sign off required (Permit closure) by Issuer and Recipient. Both Permits to be filed together (Issuer/Recipient copy)

TRAFFIC MANAGEMENT PLAN

Any person wishing to restrict access to a public road must obtain the permission of the Tenant (if applicable) and the CIAL Manager Operations & Asset Services, 818 Wairakei Road (Fax: 353-7739) (or approved delegate) on this form, not less than two working days prior to the work being carried out.

Traffic Management Plan Reference	For Office Use Only			
Organisation	Contractor:		Client:	
Contract Name/Number				
Location	Road Name(s):	Road level (LV,1,2,3)	Speed Limit:	From RP:
				From RP:
Description of Activity				
Work Programme				
Proposed / Restricted Work Hours				
Traffic Details (Main Route)	AADT:		Peak Hour Flow:	
Proposed Traffic Management Method	Active:			
	Unattended:			
	Night:			
Proposed Speed Restriction				
Positive Traffic Management Measures				
Contingency Plans				
Public Notification				
Personal Safety				
On-Site Monitoring				
Other Information				
Layout Diagrams				
EED Apply	Y/N		Attached Y/N	
Traffic Controllers <i>(Include a Copy of training Certificate or Warrant)</i>	Name (STMS)		Phone (24 Hours)	
	Name (TC)		Phone	
Prepared By	Contractor		Date	
Approved / Requires Amendment	Engineer		Date	

Complete this section when the work is complete.

I certify that the work described above has been completed.

Tradesperson's name:	Signature:	Date /Time:
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NOTE: This form when complete is to be lodged with the CIAL Manager Operations & Asset Services (Fax: 353-7739) (or designated Project Manager).

Job Description		Location	Date	
SEQUENCE OF BASIC STEPS		POTENTIAL SIGNIFICANT HAZARDS	HAZARD CONTROL METHOD	PERSON RESPONSIBLE TO IMPLEMENT CONTROLS
List the 4 to 8 steps required to complete the job (follow the flow of the product or process).		List the potential SIGNIFICANT hazards beside each step. Focus on what can cause harm and what can go wrong.	List the control methods required to ELIMINATE, ISOLATE or MINIMISE each SIGNIFICANT hazard.	List the person responsible for ensuring the controls are implemented.
Step No.	Task			
PPE REQUIRED				
PLANT REQUIRED				
SIGNAGE REQUIRED				