

Launceston Airport

Contractor Management Procedure

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1. Contractor Management Overview

Launceston Airport (APAL) and its tenants engage Contractors to perform a variety of different tasks from time to time. It is of the utmost importance to ensure that we provide a safe workplace for Contractors and that they are fully aware of all the relevant safety, environment and operational requirements at the airport. This will ensure that we can maintain the safety and integrity of the airport, the environment and all airport users.

These requirements shall be achieved by:

- (a) A consistent process for managing contractors at the airport from their engagement right through to completion of work.
- (b) Consistent forms for recording that all prerequisite have been completed and that the Contractor is ready to commence work.
- (c) Specific types of induction that are tailored to the level or supervision to minimise information overload and risk of complacency.

The APAL Contractor Management Process aligns as far as is reasonably practicable with the Australia Pacific Airports Corporation ('APAC') Contractor Management Process which is outlined under section 6 of the APAC Safety Management System ('SMS'). It is recommended that APAL employees read the requirements of the APAC SMS in conjunction with this procedure. Tenants should discuss any specific concerns with an APAL representative.

This procedure applies to all types of Contractor who are engaged to perform Work at the Airport. It does not apply to Visitors.

2. Definitions

Airport – means Launceston Airport.

Airside - means the movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access of which is controlled.

APAL – means Australia Pacific Airports Corporation who are the operators of Launceston Airport.

Authorised Issuing Officer (AIO) – Is a competent person authorised by APAL to issue a Permit or Authority for Work.

Contractor – A Contractor includes anyone who is engaged to perform Work at the Airport on an adhoc or routine basis.

Landside - means those parts of the Airport that are not designated Airside.

Permit/Authority - means an official document or certificate issued by APAL, which authorises performance of a specified activity.

Visitor – A Visitor is anyone who is visiting the Airport on a formal basis and who will be accessing secure or Airside areas but will not be performing Work.

Tenant – means an organisation who leases part of the Airport from APAL and for the purpose of this document includes Air Services Australia.

Work – For the purpose of this document, Work is defined as any physical task that has inherent risk to the individual performing it, other people or any asset or equipment.

Works Manager – Is the person who is responsible for engaging and managing a Contractor from engagement to completion at the Airport. The Works Manager will generally be your Point of Contact. They may be an employee of APAL or a tenant.

3. Contractor Engagement Process at Launceston Airport

APAL-CMP-002 Contractor Engagement Process at Launceston Airport has been prepared to assist those who engage Contractors to perform work at the Airport. The document outlines all required steps to be followed and who is responsible for managing each step.

It is important to ensure that all steps are followed regardless of the urgency of work to ensure that the Contractor is made aware of all prerequisites for working at the airport, that the scope of work and risk assessments align, that the required induction is completed, all necessary Permits/Authorities are issued and the work is monitored.

4. Contractor Preparation Checklist

APAL-CMP-004 Contractor Preparation Checklist has been prepared to assist both the Contractor and the person engaging them to identify all prerequisites for the Contractor to commence work. This checklist must be completed in its entirety before the Contractor can commence Work.

The document is separated into seven parts.

Part A - Outlines the document purpose.

Part B – For recording the Contractor’s details.

Part C – Outlines the key pre-work considerations for the Contractor to minimise delay to the Work.

Part D – This section is used to identify if any Permits or Authorities are required to be issued for the Work.

Part E – This section is used to confirm that the scope of work and risk assessment has been reviewed, any additional information required has been provided to the Contractor and that they have been inducted.

Part F – The sign-off for the Contractor and APAL/Tenant Representative that the checklist has been completed in its entirety and that the Contractor is ready to start work.

Part G – Lists the relevant Authorised Issuing Officers for Permits and Authorities.

5. Contractor Induction

All un-supervised Contractors must be inducted by the Works Manager before commencing Work at Launceston Airport. Where a Contractor is fully supervised, and the controlled risk of the Work is Low, an Induction is not required. Visitors are not required to undertake an Induction.

Inductions should be performed by the Works Manager to ensure that the specific risks associated with the Works are adequately covered.

There are two types of Induction – **General Access** and **Restricted Access**. Both types of Induction are valid for a period of twelve (12) months.

A **General Access** Induction **APAL-CMP-005** is required for any Contractor who will be performing Work in non-security restricted areas such as within the Terminal (excluding beyond the screening point or designated Airside areas) or anywhere Landside.

A **Restricted Access** Induction **APAL-CMP-006** is required for any Contractor who will be performing Work in security restricted areas such as within the Terminal beyond the screening point and anywhere Airside. This Induction also covers the requirements of a General Access Induction. Contractors accessing restricted areas will require a valid ASIC or VIC pass and depending upon the type of work may be subject to the APAL Drug and Alcohol Management Plan (DAMP). An assessment must be completed after the Restricted Access Induction. A 100% pass mark is required.

Once the Induction has been completed, the **APAL-CMP-008 Contractor Induction Sign Off Form** is to be completed as a formal record that the Contractor understands their responsibilities whilst working at the Airport and the areas covered by the specific type of Induction.

Once the sign-off form has been completed, the Contractor Induction register shall be updated by the person performing the Induction. Where an induction is performed by a Tenant, it will be necessary to email a copy of the **Contractor Induction Sign Off Form** to inductions@lst.com.au so that APAL can update the register.

6. Works Manual

APAL-CMP-010 Launceston Airport Works Manual outlines the minimum requirements to be followed when carrying out Work at the Airport. This document applies to all categories of Contractor and should be made available to the Contractor prior to commencement of Work.