Göteborg Landvetter Airport

Contractors' Manual



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Introduction

This handbook is intended for people who work in Swedavia's contractor operations. The aim is to provide guidance about the rules of conduct that have been adopted at the airport in compliance with laws, statutes and AR (Airport Regulations). Hopefully, it can also make your work easier here at the airport.

It is the duty of each and every person who intends to carry out construction and contractor work within the airport area to be familiar and comply with safety and security regulations and the environmental permit in effect.

At Göteborg Landvetter Airport we shall deliver top-quality service. As a contractor on our premises and in our area, you are also a representative of the airport in your encounters with passengers and other customers.

Welcome to Göteborg Landvetter Airport!

In case of danger

In case of danger such as fire, accident, threats to aircraft or buildings:

- Call the Operations Centre (OPC) on 010-109 36 00
- Speak calmly
- Explain who and where you are
- Explain what has happened
- If possible meet the rescue vehicles or airport personnel
- Inform your own work management

Report the event in the airport's reporting system, which can be found on the airport extranet, swedavia.net, event reporting.

In the event of evacuation, everyone must go to the nearest assembly point. These are always marked on the evacuation plans that have been posted. Make it a habit to always check the evacuation plan when you are working in a new building.

Reporting

At the airport, great importance is attached to the prevention of incidents, near accidents or accidents. It is your obligation to report any events that may pose a risk to the safety of the airport and aircraft. Also report work environment incidents.

Everyone who works at Göteborg Landvetter Airport shall report abnormal incidents in the airport's reporting system. This is available via the airport extranet, swedavia.net.

Write reports in as much detail as you can with time, date, where, who etc. to make investigation easier.

The purpose of reporting is to ensure that abnormal incidents are handled in such a way that they do not happen again. The aim is not to find scapegoats but to avoid recurrence.

Incident reports shall be submitted when:

- The incident caused or could have led to problems for air safety, aviation security, the environment, the work environment or other planned or ordered activities.
- Insufficient or incorrect handling could adversely affect the operation of the airport.
- Situations or actions might become incidents and/or accidents.

Regulations

The rules of conduct at the airport are directly under Airport Regulations (AR), the European Aviation Safety Agency (EASA), the Swedish Transport Agency's collected regulations (TSFS), the Work Environment Act (AML) and the Traffic Regulations (TrF).

AR is the airport's local rules and regulations that govern activities both internally and externally. AR can be found in the airport extranet swedavia.net.

Everyone at Göteborg Landvetter Airport must be familiar with AR, whether they work Landside or Airside. AR applies to all personnel of public authorities, companies and other organisations that operate at the airport. In case of violations, you are therefore criminally liable.

Work application

Work that is to be carried out at the airport and that might cause disturbance to the ordinary flight operations must be planned, prepared and approved before implementation. The aim is to minimise safety and environmental risks and to minimise disruption to normal operations.

This is done by creating a work application. The application is processed, coordinated and approved at a Project Approval Meeting (PAM). The work application can be found in the airport's extranet, swedavia.net.

Work environment

Each employer is responsible for:

- It's employees' work environment.
- Providing introductions, instructions and other information about what applies to the work environment, such as local safety regulations. In case of uncertainty, contact the local health and safety officer.
- Providing personal safety equipment.
- Ensuring that employees have the right training/skills.
- Reporting common risks and serious incidents in Swedavia's reporting system.

The following also applies:

- Alcohol and drugs must not be brought in or consumed during working hours.
- If you know or suspect that someone is under their influence, this must be reported promptly to your immediate manager. Drug testing may occur.
- Smoking is only permitted in a designated place.
- Pets must not be brought in.

Responsibility for coordination:

- Those who are in charge of a permanent workplace are responsible for coordination of the work environment and work environment issues.
- All employers and those working in joint workplaces shall follow the instructions of the person responsible for coordination.

Fire safety

Every company operating at the airport must ensure that its own personnel have basic training in fire safety. Their own personnel shall also know where the nearest extinguishing equipment is, how it is used, how an emergency evacuation is to be carried out and how the airport's fire safety is organised. The companies themselves are responsible for ensuring that information and procedures about evacuation in the event of an alarm are given to employees.

In the event of a power failure, turn off electrical equipment that could cause a fire when the power returns.

Hot work (AR G-05 Fire safety regulations)

Work that involves an increased risk of fire or explosion must not begin until the fire crew commander on duty has given approval, see AR. Telephone fire crew commander on duty, 010-109 34 88. Approvals are coordinated via PAM (see Work application).

Larger projects sometimes also have their own procedures and persons designated as responsible for hot work in their area. Check with your project manager.

Notification of pressure vessels/gas cylinders

When pressure vessels/gas cylinders are brought into the airport area, this must be notified to brandskydd.got@swedavia.se.

Disconnection of fire safety functions

When disconnection of fire safety functions is necessary, this must be notified 5 days in advance using the form

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"Disconnection of fire safety functions" (found under Airport information/Documents and applications on the airport extranet, swedavia.net). The form is sent to the Technical Fire Safety Coordinator.

E-mail: brandskydd.got@swedavia.se, 010-109 31 00 or OPC via telephone 010-109 36 01.

Questions about disconnections are answered by the Technical Fire Safety Coordinator, on telephone: 010-109 31 00.

Approvals are coordinated via PAM (see Work application).

Procedures for disconnected fire safety functions When the fire safety function is disconnected, it is important to check that no activity with a fire hazard is going on in the premises. Hot work must be avoided. Disconnected areas which are not supervised and areas adjacent to them shall be monitored by means of inspection rounds and additional monitoring. If fire breaks out, the OPC must be alerted via the emergency number: 010-109 36 00.

Reconnection

When work is completed on the site, the fire officer on site must first ensure that the entire work area is restored and all work that may affect the resetting is completed.

After this, the fire officer on site calls the OPC on 010-109 36 01 and explains who the person is, where the person is and what is to be reconnected. This applies even if automatic connection is to occur.



Authorisation (AR A-01)

Badge

Authorisation in the form of a badge is needed in order to be on Airside. There are 3 types of badge:

- 1. Visitor
- 2. Temporary contractors
- 3. Permanent photo badge

Temporary badges may only be used by contractors who are performing one-off jobs, and only for a maximum of three weeks.

If you have a temporary or visitor badge, you must be accompanied by an authorised person and must not be left alone on Airside. In some areas of the airport, a construction security guard with the right skills for the task is required, while in other areas it is sufficient to have a person with a badge. The construction security guard must be ordered 3 weeks before construction starts. When ordering later than 3 weeks there is a risk that no guard is available with the consequence that the work cannot be performed.

To obtain a permanent badge you must undergo safety training with a successfully completed test and have safety clearance, including background check. Ask your employer if you need to apply for badge.

Your badge must be worn visibly at chest height. Security personnel at the airport carry out regular checks.

When entering, the badge must be read in a card reader.

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Have you lost your badge?

Notify your employer and Swedavia. You must also block your lost badge: telephone 010-109 36 01. Your badge must be returned to Swedavia after the work is completed.

Security restricted area

Your badge will indicate which zone of the restricted area you are allowed to enter. Please note that you only have access to the zones indicated by your badge and the badge is only valid when you are working. If you do not have a work-related errand, you are designated as a private individual.

Colour codes for each zone within the restricted area can be found in the Airport Regulations AR-A-01.

If as a contractor you carry or work with prohibited articles (sharp objects such as scissors and knives, tools that can injure others such as a drill, crowbar or nail gun, weapons or substances that may explode or catch fire) in the airport's restricted area, these must be kept under constant supervision or stored in such a way that passengers or other unauthorised persons are not able to access them.

Demarcated Area (DMA) General Aviation (GA)

A DMA is an area of the airport's Airside that has special security requirements. The area is demarcated from the rest of the airport with a blue marking on the ground.

Before personnel can pass into a DMA, the airport's OPC must always be contacted.

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When exiting a DMA, the Swedavia OPC must be contacted again. When leaving the DMA, personnel and vehicles will be escorted to a security control zone in order to undergo a new security check. Waiting times may therefore occur.

More information can be found in the Airport Regulations AR A-08.



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ID06

ID06 is the building industry's authorisation system and attendance check, to ensure that unauthorised persons are not present on the construction site. ID06 does not replace and is not linked to Swedavia's badge. Apply for the ID06 through your employer.

Vehicular traffic (AR A-03)

Entrance to Airside is always via the central gate located at Security Main Gate (CVA), (see map at the end of the manual). Training and driving permits are required to be allowed to drive vehicles independently when entering the area. If you do not have a driving permit you must be guided. See under the heading Authorisation.

Vehicle roadways are marked with white lines. A single, solid line may be crossed, but extreme attention must be exercised. Double solid lines must not be crossed.

Engine idling is prohibited. Bicycle traffic is only allowed between the CVA and the inner apron road, but is however prohibited in the event of a Low Visibility Procedure (LVP). The maximum height of trucks using the inner apron road is 3.6 metres.

Within the fenced area, the maximum speed is 50 kph, on roads on the apron the maximum speed is 20 kph or 30 kph. In aircraft parking stands, the maximum speed is 5 kph.

Additional training is required for driving in the manoeuvring area.

The driving licence holder is responsible for notifying Swedavia of any restrictions on the right to drive the vehicle. Swedavia performs random driving licence checks.

Vehicle permit

A permit is also required for the actual vehicle that is to be used on Airside. The vehicle permit application form is available on the airport's extranet, swedavia.net.

Vehicle permits are issued as:

- 1. Vehicle permit valid for a maximum of 12 months.
- 2. Temporary permit for a visiting vehicle, valid for a maximum of 24 hours (AR A-03).

The permit must be visible on the left-hand side of the windscreen and is read by the card reader when entering along with the drivers photo badge.

Environmental requirements for vehicles on Airside Best environmental/emission class is required for vehicles on Airside, see AR A-03.

Parking permits for contractors

For permits to park at the airport for shorter or longer periods, please contact your employer at Swedavia. The processing time for the permit is about two days. Notification is given by e-mail when the parking permit is ready and it is collected at the information desk, check-in hall.

Permits

You must have a permit for the following work:

- Vehicular traffic in fenced area
- Radio communication
- Lift
- Overhead crane
- Forklift truck
- Building scaffolding
- Crane
- Hot work (welding and any type of work that increases the risk of fire or explosion)
- Excavation and construction work
- Blasting
- Fence work
- Work in perimeter protection (security leader)

Working at a height

Working at a height requires:

- Helmet
- Lifeline
- Cordoning off
- Fall protection
- That equipment or waste does not fall down or blow away

Ladders

Ladders must be CE-marked and have anti-slip protection.

Crane work

The maximum height of a crane shall be determined in each case by the Safety Manager (SM) or Operations Manager (OP). The reasons are that it can be in the way of starting and incoming aircraft and also that it can obscure visibility for air traffic control personnel.

For crane work on or around the airport area, an Operating Instruction (OF) is required and the work must always be preceded by an approval.

Earthworks

Earthworks must not commence before approval. Contact Land Expert, telephone 010-109 31 00. Approvals are coordinated via PAM (see Work application).

Suspicion of soil contamination

If contamination is encountered, the work must be ceased immediately and the Operations Centre (OPC) and the environment department contacted.

Traffic arrangement plan

For all work on road areas, a traffic arrangement plan (TA plan) must be generated by the contractor. The TA plan must be approved by the land manager at Swedavia before the work begins. This applies to work on road areas both on Landside and Airside.

Cleaning

You are responsible for keeping your workplace in good order by means of continuous supervision. This is so as not to allow loose objects to blow away or otherwise endanger aircraft. It is everyone's responsibility and duty to take care of debris, waste and spills in the airport area.

Debris that can result in a puncture or a risk of being sucked into an aircraft engine causing engine breakdown is called Foreign Object Debris (FOD). You must therefore pick up after you and also anything that you see on the ground that could pose a risk. All waste including building materials must be disposed of in labelled containers with covers.

Work lights

Work lights shall be directed so that no glare hazard arises for taxiing or parked aircraft, vehicles on the outer and inner apron roads or for personnel in the apron tower and air traffic control tower. Contact OPC, telephone 010-109 34 40.

Shut-off and connection

Shut-off and connection of water, gas or electricity must always be preceded by an approval from the responsible personnel. Approvals are coordinated via PAM (see Work application).

For questions related to electricity, water and gas, contact OPC 010-109 36 01.

NOTE! In case of suspected contamination of the drinking water network, immediately contact the person responsible as above.



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It is your obligation to report to the OPC by radio or telephone if you see FOD in the movement area.



High-visibility warning clothing (AR A-07)

High-visibility warning clothing must comply with the requirements for Class 2 according to European standard EN 471. High-visibility warning clothing (vest, workwear and/or outerwear) must be worn on the upper body.

In order to distinguish certain roles/functions at the airport, the following colours for high-visibility warning clothing must be followed:

Yellow

 For all employees and visitors who do not have roles as described below

Orange

- Airport Manager/Operations Manager
- Airport Director on call
- Airport Duty Officer (ADO)
- Airport Technical & Operative Supervisor (ATOS)
- Crisis coordinator or equivalent
- Personnel in a supervisory function at aircraft parking positions (external personnel from ground handling companies for example)

Red

Bird and wildlife controllers

Electrical safety

Swedavia is the owner and holder of the electrical facilities and devices within the airport. Swedavia is responsible for ensuring that the airport facilities and devices are secured against personal injury and material damage and that the personnel carrying out operation and maintenance have the requisite safety and performance skills.

Contractors performing maintenance/installation on the airport's electrical installations and devices shall have documented procedures including the following:

- How personal safety is achieved in electrical and non-electrical work, with an emphasis on risk assessment and risk analysis, so that no personnel are harmed because of electricity.
- Who is the contractor's chief electrician and which professionals perform electrical installation work that requires authorisation under the supervision of the chief electrician.
- How electrical installation work that requires authorisation is checked prior to commissioning.
- The company must also be registered with the National Electrical Safety Board and have its own control programme.

Swedavia can also make spot checks to ensure that contractors perform their work according to their own control programme.

No intrusion shall be made into the electrical installations and devices at the airport until the person responsible for the installation or device has been contacted. Approvals are coordinated via PAM (see Work application).

Waste

At the airport there are waste handling rooms, containers and bins where waste is disposed of after you have sorted it. If no source sorting is done, your company will be charged for sorting and removal. The telephone number of the contact person for the environmental station is 010-109 35 06.

Waste, contracts, larger volumes

Handling of waste is regulated by agreement; contact your supervisor for more information.

Waste, smaller volumes

Waste shall be sorted into the bins intended for it as far as possible. The airport has an environmental station that takes care of most things. It is important to close the lids of the bins as it reduces the risk of debris spreading. Food waste attracts birds, which can have devastating consequences in the event of collision with an aircraft. Food waste also attracts other animals, which in turn can attract birds of prey and predators.

Types of waste that can be received at the environmental station:

Contaminated absorbent	Fluorescent tubes/light bulbs
Aluminium	Solvents, paints etc.
Batteries	Metal
Flammable coarse waste	Oils
Tyres	Organic waste
Electronics	Paper
Flammable fine waste	Plastic
Plaster	Garden waste
Glass	Non-combustible commercial waste
Household-type waste	Corrugated cardboard

Hazardous waste

Hazardous waste must be packed in such a way that it does not cause a risk of spillage, injury or damage when it is handled. There must be clear labelling of what it contains and its origin. Your company is charged for the removal. Contact the environmental coordinator with any questions, telephone 010-109 31 00.

Chemicals

Chemicals must be stored and handled in such a way as to prevent leaks. Decontamination equipment, suitable for the chemicals used, shall be available at the contractor. The chemicals list and safety data sheets (SDB) must also be available at the contractor.

Spills/leaks

Minor spills must be cleaned up by the one who caused them and prevented from reaching nearby surface water drains as far as possible. In the event of large spills/leaks or environmentally destructive discharges, discharges into surface water drains or unforeseen discharges into the waste water network, this shall be notified immediately to the OPC, telephone 010-109 36 00.



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Glossary

Airside – enclosed area at an airport to which entrance is limited and requires a badge

Anti-collision light – red flashing lights from aircraft that warn that the engines are running

AR – Airport Regulations, adapted regulations for the particular airport

FOD – Foreign Object Debris, foreign objects which may cause damage to aircraft

Movement area – aprons and manoeuvring area

Inner apron road – transport road on Airside closest to the terminal building

Landside – the part of an airport that is not on Airside; includes all public areas

LVP – Low Visibility Procedure, measures to reduce air safety risks in poor visibility Manoeuvring area – the area on and beside runways and taxiways

PAM – Project Approval Meeting, a weekly meeting where planning, preparation and approvals of work occur

Security Personnel – Safety Manager (SM), Safety Manager on call (JSC), Operations Centre (OPC), Safety Officer, Airport Duty Officer (ADO), Unit Manager Monitoring

Taxiing – aircraft in motion to and from the runway

Traffic zone green – Area where driving permit level 2 is required when driving vehicles

Traffic zone red – Area where driving permit level 1 is required when driving vehicles

Outer apron road – transport road on Airside adjacent to the manoeuvring area

Notes

Important telephone numbers

Switchboard	010-109 31 00
OPC (Operations Centre) Alarm	010-109 36 00
OPC (Operations Centre) Other	010-109 36 01
Rescue Service	010-109 36 00
Police	010-565 67 25
Fault reporting	010-109 33 66



Express utomhus Express outdoor

Ρ

Ρ

Long term Hämta & Lämna

Hourly parking

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MC-parkering Motorcykle parking

Parkering för dig med funktionsnedsättning Parking for people with reduced mobility