


<p>Document No: AAL-MS-FORM-005E Issued: 04 Feb 2022 Approved: CEO Owner/Author: ACM</p>	<p>Method Of Work Plan</p>	
---	-----------------------------------	---

Internal Job Number	
Project Name	
Work Instruction	
Work Commencement Date	
Work Completion Date	
Personnel involved in production of methodology	

1. Scope/Overview

This Method of Work Plan (MOWP) is required whenever the following conditions are met:

- Any works within the defined area of Ardmore Airport known as "Red Zone"
- Any works that entail more than hand tools used by hand within the defined area of Ardmore Airport known as "Yellow Zone", **unless the works are minor and not within 20 metres of a taxiway or aircraft fuel installation.**


Regardless of whether a MOWP is completed, a Safety Officer may be required to be present at all times during works and a NOTAM issued for all works undertaken in the operational area.

The methodology also covers the setup & dis-establishment of works at Ardmore Airport on the area and forms part of the application made to Airport Operations Supervisor/GM Unicom for works to be undertaken in the Operational Airside Area or other place as identified within the document.

It includes an outline of the safe working limits and emergency safety plans in relation to safe working practices as per Ardmore Airport Authorities Safety Management System and the Civil Aviation Authority Rules.

Scope changes must be approved by AAL and all organisations involved notified. On-job changes may be requested but must be approved.

Attach Scope of Works Document to rear of MOWP

<p>Document No: AAL-MS-FORM-005E Issued: 04 Feb 2022 Approved: CEO Owner/Author: ACM</p>	<p>Method Of Work Plan</p>	
---	-----------------------------------	---

2. Methodology

Airside Operational Safety Setup

Worksite Location and Limits	
Primary Separation of aircraft to work crew method	
Secondary Separation of aircraft to work crew method	
Other Methods of separation used	
Airside Safety Officer Name (WSO)	
Pre Work Briefing location to be undertaken at	
Safe Zone location	
Primary Method of communication with work crews	Verbal
Secondary Method of communication with work crews	Air horn
Worksite Call Sign	
Unicom Radio Channel Number	118.100
Tower Emergency Contact	09 296 4512
NOTAM Reference	


Attach Safe working diagram and separation limits to rear of the MOWP

Attached

3. NOTAM's

a. Initiation, currency and cancellation of NOTAM

Date NOTAM to be issued	TBC
Date NOTAM to take effect from	
Time NOTAM to take effect from	
Time NOTAM to Expire	
Date NOTAM to Expire	
Daily Schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Document No: AAL-MS-FORM-005E Issued: 04 Feb 2022 Approved: CEO Owner/Author: ACM</p>	<p>Method Of Work Plan</p>	
---	-----------------------------------	---

4. Contractor Works Methodology

The contractors work methodology **must** contain a **detailed** step by step outline of the scope of works, including how close to the runway centre line persons/plant will be, which taxiway you will be working near or on, how long the work will take in hours/days – will the entire work activity be split into compartments – how many hours will each compartment take.

If the worksite is not adjacent to the runway or a taxiway the methodology needs to provide details exactly where.

5. Personnel, Equipment and Materials

The Contractor's access will be limited the work areas as instructed by the AAL Safety Officer.

The Contractor may be required to withdraw workers and equipment from the construction area for approved aircraft movements or in the event of an emergency. A brief of emergency requirements will be included as outlined during the Induction process.

Only equipment, plant and materials required for current activities will be located within the airfield operational zone – all equipment, plant and material will be stored in a designated area as instructed by the AAL Safety Officer.

All plant, equipment and materials will be secured at all times and no materials or other items be able to be wind borne.

6. Occupational Work Safety

This methodology is to be read in conjunction with the overall Health and Safety Management Plan.

Operational Safety Officers liability and responsibility remains with allowing safe access to the worksite and controlling aircraft movements only. **Instructions from the Airport Safety Officer must be followed at all times.**

The works contractor is responsible for ensuring that the physical works are done in accordance with project specification and any job plans, risk assessments for the works crew in accordance with the contractors own safety management systems and any instructions given by Ardmore Airport Authority.

All worksite safety incidents **must** be verbally communicated to Ardmore Airport Authority within 1 hour of the occurrence, followed by written documentation within 24 hours.


The contact is:

- Duncan White – 021 996 587
- duncan@ardmoreairport.co.nz

All staff **must** sign onto the Ardmore Airport daily Pre-work brief and the physical works job plan (JHA/SWIMS/TRA) as well as their organisations safety management system **before** starting work

All staff **must** adhere to Ardmore Airports PPE Standard **and** Mandatory Lifesaving Rules as well as their organisations safety management system.


Attached

<p>Document No: AAL-MS-FORM-005E Issued: 04 Feb 2022 Approved: CEO Owner/Author: ACM</p>	<p>Method Of Work Plan</p>	
---	-----------------------------------	---

7. Method of Works Plan Checklist

What	How	Who	Yes	N/A
Scope of Works document confirmed, no amendments and final.	Document is clearly defined and the Contractor fully understands all aspects of the contract and operational details.	Contractor Airport Facilities Manager		
Operational requirements finalized, eg. NOTAM's and access. <ul style="list-style-type: none"> • NOTAM's • Runway end displacements • Markings and signage • Vehicular access • Aircraft access 	MOWP has been fully reviewed by Operations and all current aspects and constraints factored into document/s.	Airport Operations Supervisor/ GM Unicom		
Security risks.	Project's impact on the Airside Operational Area security? Gates or fences to be dismantled for the project.	CEO Airport Facilities Manager GM Unicom		
Hazard and Risk Assessment.	Project assessed against existing risk matrix or a job specific assessment undertaken. Copy attached to MOWP.	Contractor Airport Facilities Manager Airport Operations Supervisor/ GM Unicom		
Staging. <ul style="list-style-type: none"> • Equipment • Vehicles • Bulk material for job 	MOWP and Scope of Works synchronized and fully understood. Plan attached to MOWP.	Contractor Airport Facilities Manager		
Management of hazards. <ul style="list-style-type: none"> • Dust • Smoke • Vapor • Noise 	Likely hazards identified at planning stage and risks assessed and listed.	Contractor Airport Facilities Manager		
Management of waste and construction material.	Access and egress to worksite and stockpile or tipping site confirmed.	Contractor		
Emergency management.	Induction for job and explained in Scope of Works.	Airport Facilities Manager Airport Operations Supervisor/ GM Unicom		
Scope changes.	Notification to AFM who then advises AOS or Vice Versa.	Contractor Airport Facilities Manager Airport Operations Supervisor/ GM Unicom		

The Method of Works Checklist must be completed with supporting information where applicable attached to rear of MOWP

<p>Document No: AAL-MS-FORM-005E Issued: 04 Feb 2022 Approved: CEO Owner/Author: ACM</p>	<p>Method Of Work Plan</p>	
---	-----------------------------------	---

8. Programme of Works and Access Window

Guidance Note:


Access to all airport operational areas must be by the authority of the Ardmore Airport Safety Officer.

Day & Date	Protection in place by	Works Start at	Works Finish at	Protection dis-established / Site Inspected
XXXXXXXXXX	XXXXX	XXXXX	XXXXX	

Add rows as required

Documents contained within this MOWP

- | | |
|--|--------------------------|
| | Tick |
| 1. Contract Scope of Works attached. | <input type="checkbox"/> |
| 2. MOWP Checklist fully completed and attached. | <input type="checkbox"/> |
| 3. Worksite Safe working diagram complete separation limits attached. | <input type="checkbox"/> |
| 4. Map of site access and egress routes attached. | <input type="checkbox"/> |
| 5. Contractors Job Plan and Risk Assessment attached. | <input type="checkbox"/> |
| 6. Project Hazard and Risk Assessment attached. | <input type="checkbox"/> |
| 7. Complete list of contract personnel involved on the project attached. All must be inducted | <input type="checkbox"/> |
| 8. OLS checked for obstacles | <input type="checkbox"/> |
| 9. NOTAM attached if required | <input type="checkbox"/> |

<p>Document No: AAL-MS-FORM-005E Issued: 04 Feb 2022 Approved: CEO Owner/Author: ACM</p>	<p>Method Of Work Plan</p>	
---	-----------------------------------	---

9. Works Primary Personnel and Contacts

Role/Name	Contact email/ mobile	Signature
Airport Facilities & Compliance Manager	Kevin Montgomerie – 021783958 kevin@ardmoreairport.co.nz	
Project Engineer		
Airport Operations Supervisor Or GM Unicom	Allan Bostock 0274188083	
Contractor Representative		
Airport Safety Officer	Peter King 0272932549	
Other (insert as required)		
Tower Emergency	09 296 4512	