



## BONAIRE INTERNATIONAL AIRPORT NV CONSTRUCTION SAFETY MANUAL

In case of emergency, accidents or incident first call the Airport Duty Officer on (+599)7850477. If no contact is established, then call 911. Always try again to contact the Airport Duty Officer to grant access to airside or to locate the incident spot.

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## Construction Safety Policy

*It is the policy of Bonaire International Airport NV (BIA) to promote a safe and secure environment where accident-free construction activities are achievable.*

*The contractor is responsible for all aspects of safety and accident prevention while under contract to BIA.*

*This Construction Safety Manual has been established by BIA to assist the contractor to promote safety and to limit, reduce, and control hazards and any risks associated with construction, maintenance, and related services required by BIA.*

*It provides a number of basic safety and loss control requirements and procedures for all construction and construction-related activities.*

*This manual sets forth general site-specific safety requirements that shall be followed by all contractors, tenants, and BIA personnel who are performing construction activities.*

*The contractor has the responsibility for conducting safe operations in order to protect anyone exposed to BIA construction activities. Nothing contained in this manual relieves a contractor of its obligations assumed under contract with BIA or required by law.*

*Chief Operating Officer  
Flamingo Airport  
BIA*

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## Airport Contact Information

In case of emergency, accidents or incident first call the Airport Duty Officer on (+599)7850477. If no contact is established, then call 911. Always try again to contact the Airport Duty Officer to grant access to airside or to locate the incident spot.

Information/Performance/Assistance	
Section	Phone
Airport Duty Manager	(+599) 7175600 Ext. 225
Maintenance Manager	(+599)717-5600 ext. 232
Airport Security Manager	(+599)717-5600 ext. 249
Airport Safety Officer	(+599)717-5600 ext. 269
Terminal Service Officer	(+599)7018889

## ABBREVIATIONS

ADP	Airside Driving Permit
AVP	Airside Vehicle Permit
AEP	Aerodrome Emergency Plan
ADM	Airport Duty Manager
ADO	Airport Duty Officer
ASM	Airport Security Manager
BIA	Bonaire International Airport NV <sup>1</sup>
CSP	Construction Safety Plan
CSM	Construction Safety Manual
COO	Chief Operating Officer
FOD	Foreign Object Debris / Foreign Object Damage
ICAO	International Civil Aviation Organization
NOTAM	Notice to Airmen
OLS	Obstacle Limitation Surface
PED	Portable Electronic Device
PPE	Personal Protection Equipment
RFFS	Rescue & Fire Fighting Services
SARPs	Standards & Recommended Practices
SMS	Safety Management System
TOR	Terms Of Reference
TSO	Terminal Service Officer
WP	Work Permit

<sup>1</sup>Operator of Flamingo International Airport



## DEFINITIONS

### **Airport Duty Officer (ADO)**

Is the person employed by BIA who supervises and coordinates the day-to-day operation at the airport on behalf of the Luchthavenmeester/COO and supervises safety and good order. He can give instructions on behalf of the Luchthavenmeester/COO that must be strictly followed.

### **Apron**

A defined area, on the aerodrome, intended to accommodate aircraft for purposes of loading or offloading passengers, mail or cargo, fueling, parking or maintenance.

### **Bonaire International Airport NV**

The Airport Operator of Flamingo International Airport. BIA will be represented in relation to this Construction Manual by a person designated in advance.

### **Construction Area**

A defined area where contractor is allowed to work and clearly marked by means of barricades, barriers, fences and/or other means approved by BIA NV to identify the danger area due to construction. The parameters of this area shall be determined by BIA. All BIA procedures and regulations remain valid in the construction area (Airside, Landside or Terminal).

Access to the construction area is restricted and off-limits for all unauthorized persons. Contractor personnel are not permitted outside the construction area, except with approval from BIA.

### **Luchthavenmeester/COO**

The airport authority ("Luchthavenmeester") employed by BIA is in charge of the day-to-day supervision of the aerodrome and in particular with the supervision of safety and good order. The ADO also carries out this supervision on its behalf.

### **Maneuvering Area**

That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

### **Movement Area**

That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, including the maneuvering area and the apron(s).

### **Operations Owner**

The COO who is responsible for all operational works and processes at the airport (airside, landside and in the terminal).

For all other definitions not defined here, please refer to the Aero Drome Manual BIA or legislation

#### *The use of the verb "Shall" in a sentence*

A standard that is mandatory and must always be complied with.

#### *The use of the verb "Should" in a sentence*

A recommended practice that is desirable, but not mandatory.

## DISTRIBUTION OF MANUAL

### Distribution of Printed Manual

BIA will provide printed copies on request.

### Distribution of Electronic Manual

Electronic copies and updates of this manual are available on BIA's website.

### Associated Documents

Documents forming part of this manual and are distributed by other means.

### Manual Changes/Deviations

Changes or deviations to the procedures in this regulation are not permitted without prior written approval or consultation with the COO.

### Manual Modifications/Adjustments

BIA may adapt or modify any of the specifications mentioned in this manual depending on any hazard in a construction area that may pose a threat at the airport

## Important documents for further rules, regulations and/or information

Documents of Bonaire International Airport:

<https://bonaireinternationalairport.com/nl/over/safety-en-security/>

## Just Culture

As part of the education process on safety, BIA will ensure that aerodrome staff, tenants and contractors are made aware that NO disciplinary actions will be initiated against them for submitting a report and that their confidentiality and identity will be protected if requested. (Just culture)

This policy will not be applied to criminal, international regulatory infractions or willful intent.

# PART 1

## GENERAL INFORMATION

## PART 1 – GENERAL INFORMATION

### 1.1 Purpose and Scope

The goal of the BIA Construction Safety Manual (CSM) is to establish and maintain a safe working environment for our employees, contractors, visitors, and the general public. It is the responsibility of each individual to assist in accomplishing the following objectives;

- ➔ Strive toward the goal of **Zero Accidents/Injuries** by carefully and systematically planning, implementing, and enforcing proper safety procedures to avoid bodily injuries, property damage, and loss of productivity;
- ➔ Create a **safety culture** by increasing the safety and environmental awareness of employees through the establishment and maintenance of an (Airside) Safety Awareness Training with assistance of management. This shall include the orientation of all new employees, regular safety meetings, pre-task planning, and ongoing safety training;
- ➔ Minimize hazards/disruptions to the traveling public by controlling access to construction areas, following established safety procedures to avoid impacts to airport operational systems, and secure work areas adjacent to those spaces frequented by the general public;
- ➔ Establish and maintain a system that promptly identifies and corrects unsafe practices or conditions;
- ➔ Establish emergency procedures and communications that will minimize response-time in the event of an occurrence.

*“The safety of everyone at this facility depends directly upon individual effort and commitment to the goals and objectives of this program. We must all do our part and encourage and demand others to do theirs.”*

### 1.2 Legal Requirements

The CSM is a basic reference guide concerning the safety and security requirements for Construction Projects, Maintenance and other Airport Work that take place at Flamingo International Airport; whether this is on the Airside, Landside or in the Terminal.

The information presented in this manual demonstrates that Flamingo International Airport complies with standards and recommended practices (SARPs) of ICAO Annex 14, 17, 19 and the BIA Aerodrome Manual, which will ultimately lead to a prevention or mitigation of hazards that could adversely affect the safety of any person, facility, and/ or service while conducting construction at Flamingo International Airport.

Activities are always coordinated with BIA in advance. Whenever construction activity takes place at Flamingo International Airport, special safety and security measures need to be coordinated between the parties involved to ensure the overall safety of the operation and to

minimize the impact on the daily users of Flamingo International Airport. BIA is responsible for the amendment of this CSM in a timely manner and to notify applicable parties of such.

This CSM is additional to all other existing rules and regulations like applicable national and international laws, the Aerodrome Manual, “Luchthavenreglement BIA” etc etc.

For example you will find rules in those regulations about:

- ➔ Access
- ➔ Safety
- ➔ Prohibited items
- ➔ Vehicles

Etc etc.

### 1.2.1 General Rules

1. The operator is responsible for completing every applicable application form (for instance the work permit) correctly and/or a complete project plan including a complete description of the activities. If the contractor has failed to state fire-hazardous work, excavation work, or work involving obstacles (work at height) with the application, the contractor is liable for all direct or indirect damage as a result of missing additional safety requirements.
2. The regulations relevant to the aerodrome apply, including, but not limited to: the Airport Regulations, the general terms and conditions, the prescribed (safety) provisions, including the entire content of the document ASSAT, if applicable for work on Airside, which regulations can be found at <https://bonaireinternationalairport.com/about/safety-and-security/>.
3. By starting of the work, the contractor declares that he has taken careful note of the regulations relevant to the aerodrome, already with the application, that he agrees to them, that he complies with them and that he will act accordingly.
4. The Contractor hereby also acknowledges that it is his responsibility and task to instruct his personnel properly and fully and/or any subcontractors and/or third parties engaged by him with regard to the aforementioned prescribed provisions and guarantees that they know the contents of those regulations as well as these terms and conditions and they correctly comply with those regulations and these terms and conditions.
5. Instructions and/or orders from airport staff must be followed immediately at all times.
6. BIA is at all times permitted to remove persons and/or objects from the aerodrome, in particular, but not exclusively, in the following cases:
  - If a person performs activities other than the activities that he is authorized to perform on the basis of this permission.

- If a person does not comply with rules and/or provisions and/or does not follow directions and/or instructions from airport staff;
  - If, as a result of, among other things, Restricted Visibility Circumstances, calamities and/or other incidents, the work must be discontinued or suspended, whether or not with a view to safety.
  - If a person will (can) disrupt the operation at the airport in any way and/or impair the safety of personnel, passengers and other third parties and/or damage to property, whether or not due to the work in question, located at the aerodrome.
  - If any irregularities are found that (may) endanger the safety of persons and/or things, regardless of whether those irregularities can be directly attributed to a specific person.
7. Whether there is a reason to remove persons and/or property from the aerodrome is at the sole discretion of BIA and/or the persons who are entitled to supervise compliance with the provisions, as referred to in the Airport Regulations BIA. BIA is never responsible and/or liable for any damage caused by the removal or removal of persons and/or materials, as referred to in the previous article.
8. Wearing high-visibility clothing on Airside and visibly wearing the BIA Airport Identity Card on Airside is mandatory at all times.
9. Unless expressly agreed or in the event that permission is granted to a person who is employed by BIA, BIA cannot be regarded as an employer or client of persons who, on the basis of this permission, are entitled to perform work at the aerodrome. The document that (incorrectly) contains the heading 'Consent' instead of 'Declaration of no objection' does not change the foregoing in this provision and cannot in any way contribute to evidence that BIA would serve as a qualified employer or client to become.
10. Anyone who cannot be regarded as an employee of BIA based on the previous article is responsible for the safety and health and other working conditions of himself, of his employees and/or subcontractors and/or third parties engaged by him, for any necessary permission and is liable for any damage and/or personal injury to one or more of those persons and/or damage to property and/or substances.
- 11. Irrespective of the personal responsibilities of anyone who cannot be regarded as an employee of BIA pursuant to Article 10, BIA conducts STOP management. This allows BIA, without being obliged to do so, to intervene and halt the work when dangerous situations are identified. BIA never acknowledges any responsibility in such a situation and is also not liable for damage resulting from intervention and/or shutdown of the work as a result of a dangerous situation (At the sole discretion of BIA).**
12. Unless expressly agreed or in the event that items that are the property of BIA are used with the express permission of BIA, BIA can never be regarded as the owner or possessor

of (and/or liable for) items and/or substances, those third parties who, on the basis of this permission, are entitled to perform work at the aerodrome, have with them or at the aerodrome.

13. BIA is never liable for direct and/or indirect damage and/or personal injury arising at the aerodrome, unless there is intent and/or gross negligence on the part of BIA.

14. It is not allowed within the airport area:

- To have a substance with them, of which the person/employee knows or should reasonably know that the use thereof, whether or not in combination with the use of another substance, can reduce the ability to perform work within the airport area, as a result of which he must not be considered able to perform those activities properly;
- to be in an apparent state of intoxication or to be under the influence of any narcotic.

### 1.2.2 Notification of incidents, accidents and unsafe situations

All parties are obliged to notify the airport operator of the following immediately:

1. all incidents and accidents;
2. Every discovery of leaks from aircraft, vehicles, equipment, and/or installations;
3. Unsafe situations regarding safety, the environment and/or hazardous substances;
4. Damage to the airport grounds and/or equipment, installations and facilities placed thereon

If an incident or accident occurs with, for example, an aircraft or vehicle, you immediately go to the airport fencing and wait for further instructions.

Always alert first before providing first aid to a victim if necessary. Only provide first aid if you can do it safely for yourself and those around you.

### 1.2.3 Excavation work

Excavation work on airside requires explicit written permission from the COO. For other excavation work, BIA must give written permission.

## 1.3 General Construction Rules, Regulations and Restrictions

Prior to the commencement of construction at Flamingo International Airport, the Contractor shall supply BIA a list of personnel who shall conduct construction on the Airside, Landside or in the Terminal of Flamingo International Airport.

### 1.3.1 Construction Cleanliness

At all times the contractor shall:

- A. Maintain the construction area and its surrounding vicinity (3 m) clean/organized;
- B. Mitigate FOD from the construction area (airside example: Prevent dust from flying on

- active Airport area by constantly spraying the construction area with water); and
- C. Cover/fence-out accumulated waste disposal and/or material as a prevention measure to it becoming a hazard to an active airport area.

### 1.3.2 Delivery of Construction Materials & Equipment

Delivery of construction materials and equipment on the Airside, Landside or in the Terminal shall take place during agreed time periods and at locations of minimum aircraft/passenger operations determined at the Pre-Construction Meeting. There shall be proper coordination held between the Contractor and BIA regarding the delivery of materials/equipment (exp. time, date, number of vehicles, amount of materials, etc.).

### 1.3.3 Waste Disposal

The contractor is responsible for any waste that accumulates at the construction area. The contractor shall, therefore, dispose all waste material in a secured, enclosed or properly covered waste container and shall replace the container prior to the waste reaching near its maximum capacity. At the end of the construction period, the contractor shall remove all containers from the Flamingo International Airport premises.

During hurricane season the contractor shall dispose of waste daily.

Waste shall not block or be an obstacle to gates, doors or emergency exits at any time. Disposal bins located on the Airside, Landside or in the Terminal shall have a lid or be covered in some other way to prevent any material from blowing away or falling out.

**Note:** If these procedures are not adhered to, BIA shall coordinate removal of the remaining waste and all disposal expenses involved shall be charged to the contractor.

### 1.3.4 Toxic Materials & Dangerous Goods

Toxic or materials with a strong smell and/or dangerous goods may only be used inside Airport Terminals with pre-approval of BIA. Users must be informed in advance of the date/time of use and type of material. When authorized, this shall only take place within a fenced-out construction area between sunset and sunrise or during hours of limited passengers' activities. Should the wind speed on airside/landside be  $\geq 25$  kts, the usage of toxic material and/or dangerous goods shall be evaluated prior to the continuance of construction.

### 1.3.5 Use of Explosives

Explosives are prohibited and not permitted to be used on the Airside, Landside or in the Terminal of Flamingo International Airport. The use of nail guns during construction projects is allowed.



### 1.3.6 Temporary Termination of Construction Activities

During declared emergencies and/or poor visibility conditions, the contractor may be denied access to or requested to vacate the construction area at Flamingo International Airport. The Airport Duty Officer or Terminal Service Officer can on behalf of the Luchthavenmeester/COO compel the contractor to stop or terminate construction activities at any time, if suspected that a situation is unsafe to Flamingo International Airport operations and/or could possibly become a hazard to employees, passengers, and/or third parties. The assessment to determine whether something is safe or not is entirely up to BIA.

### 1.3.7 At the end of each Workday

The contractor shall conduct a daily inspection of the construction area prior to vacating the construction area. Should any safety/security/quality related issue(s) be detected during this inspection, the contractor shall inform BIA, address and solve the issue (s) prior to vacating the construction area. The construction area and the area adjacent to this area (min 3 m) shall be left clean/organized at the end of each workday.

### 1.3.8 Code of conduct during Construction

It is mandatory for all contractor personnel to treat other Airport Users with respect and always conduct themselves professionally when on the airside/landside or in the terminal of Flamingo International Airport.

### 1.3.9 Dress Code during Construction

It is recommended for all contractor personnel to wear proper clothing for the performance of an activity. Wearing a HVC vest is mandatory.

### 1.3.10 Corrective Measures

All contractor personnel shall adhere to all the standards, recommended practices, rules, regulations and requirements mentioned in this CSM and other applicable rules and regulations while on the Airside, Landside or Terminal of Flamingo International Airport. Non-compliance or violation of these requirements can result in access suspension measures and can constitute ground for termination of contract.

## 1.4 General Requirements to conduct Construction

All Construction, Maintenance or other Airport Work by constructors and to be conducted on the Airside, Landside or in the Terminal of the airport shall include the following topics and/or descriptions:

### **A. Construction Safety Plan (CSP), unless:**

It is impractical to prepare a CSP based on the time available for an ad hoc Airport Works caused by unforeseen circumstances. (When construction works occur on Airside all reasonable

measures should be taken to issue a NOTAM stating the date and time when the Airport Works shall commence and terminate, preferably forty-eight (48) hours in advance); or  
It can be completed in a short period of time and will not disrupt normal operations on the Airside, Landside or in the Terminal of the airport;

**B. Scope of work;**

**C. Work schedule;**

In cases where there is a necessity to alter the work schedule on a certain day, all parties involved shall be duly informed prior to the commencement of any construction.

**Note:** Depending on the complexity of the project and location thereof, weekly Coordination Meetings should be held.

**D. Smoking**

Contractor personnel are prohibited to smoke on the airside, within any construction or inside any vehicle on the airside or within the construction area in the terminal of Flamingo International. For more information on smoking on the airside of Flamingo International Airport, refer to the Airside Safety & Security Training (ASSAT) Manual.



**E. Food and/ or Beverage**

Contractor personnel are prohibited to consume food and beverages on the Airside, Terminal and landside of Flamingo International Airport. This is only allowed at designated areas determined upfront.

**F. Lunch Facilities**

The contractor shall:

- Consume food and/or beverage only at designated areas determined at the Pre-Construction- and Construction Coordination Meeting;
- Have enough covered, waste disposal bins in this area; and
- Provide a decent enclosed lunch facility for its personnel for Construction Projects, Maintenance or other Airport Work that require significant repair or shall take more than two (2) weeks to complete.

**G. Personal Electronic Device Usage**

It is prohibited to use mobile phones or any other personal electronic devices (PED) on the airside, in Cell Free Zones or areas of local immigration, local customs and security screening checkpoints in the Terminal of Flamingo International Airport. The contractor shall use two-way radio communication during all phases of construction unless otherwise authorized by the COO.

**H. Operation of Metal Tracked Vehicles/Equipment**

Vehicles/equipment with metal tracks (ex. excavators) are not allowed to be driven or parked on asphalt/concrete surfaces at any time because they have the potential to damage to the surface.

The contractor shall transport vehicles/equipment with metal tracks to and from the construction area by using flatbed trailers.

#### **I. Acceptable Personal Protective Equipment (PPE)**

It is mandatory that ALL construction personnel wear the appropriate PPE on Airside, landside and in the Flamingo International Airport Terminal. Appropriate PPE consists of:

##### **1. High Visibility Safety Vests; (airside)**

- Orange reflective jacket.
- Wearing safety straps as a replacement are is prohibited.

##### **2. Reinforced Safety Shoes;**

- Exposed metal parts (spikes, etc.) are prohibited.
- Open shoes, sandals, or sneakers are prohibited.

##### **3. Ear Protection (depending on the work to be performed);**

- Disposable Foam Ear Plugs are prohibited.
- Mandatory to wear Earmuffs or custom-made Earplugs.

##### **4. Glasses/Goggles (depending on the work to be performed);**

##### **5. Safety Masks;**

- Mandatory in case of hot work/dust/toxic/dangerous goods.

##### **6. Mitts/Gloves (depending on the work to be performed);**

##### **7. Safety Harnesses;**

- Mandatory for work to be performed above 2.5m.
- Mandatory to be connected to a suitable and secure anchorage point with an independent lifeline.

##### **8. Safety Helmets (depending on the work to be performed) and;**

##### **9. Protective Clothing (depending on the work to be performed).**

- Coveralls, Uniforms, etc.
- Deteriorating Uniforms/Work Clothing/Shorts are prohibited.

Dirty/dusty clothing should be changed prior to entering facilities designated for passengers. All construction personnel shall adhere to Airside regulations, including those related to uniforms/work clothing.

PPE and personal tool bags are permitted when entering security screening checkpoints on the condition that all construction personnel adhere to security requirements.

It is the responsibility of the contractor to supervise and ensure the use and proper use of PPE.

#### **J. High Density Drums**

High Density Drums are round-shaped markers that shall not be used on the movement area, but could be placed on other Airside areas surrounding construction/hazardous areas and could be placed on the Landside as alternative to safety cones. Regarding high density drums, the following specifications shall be adhered to when conducting construction on Airside:

SPECIFICATIONS	
Height:	85 – 95 cm (33 – 37 in).
Weight:	≥ 11.3 kg (25 lb.).
Color:	Orange.
Amount:	One (1) drum at intervals not exceeding 10 m.
Lights:	Shall be fixed with a steady red unserviceability lights.
Location:	Shall enclose the entire construction/hazardous area.
Other Features:	<ul style="list-style-type: none"> <li>➤ Shall be frangible; and</li> <li>➤ Shall include white reflective stripe(s).</li> </ul>

### K. Fencing (Temporary)

Fenced-out construction areas shall have a security fence with the physical characteristics of a perimeter fence that is clearly visible to the general public and deny unauthorized access. Fencing should be of sufficient height to deter scaling.

The installation of a fence should be affixed and secured to a concrete base to prevent a person from pulling it up at the bottom, wildlife from crawling under it and to withstand wind speeds greater than twenty-five (25) kt. The entrance/exit of the fenced-out construction area shall have an appropriate gate with security officers guarding it during construction and/or work activity. Regarding fenced out construction areas, the following specifications shall be adhered to when conducting construction on the Airside of Flamingo International Airport:

SPECIFICATIONS	
Height:	244 cm, augmented by inclined barbed wire or razor-taped wire.
Weight:	≥ 100 kg (220 lb.)
Color:	To be determined
Lights:	<ul style="list-style-type: none"> <li>➤ Shall be fixed with steady red obstruction lights at the top of the fence at intervals not exceeding 3 m;</li> <li>➤ Shall be operational between sunset and sunrise; and</li> <li>➤ Visibility ≥ 100 m.</li> </ul>
Other Features:	<ul style="list-style-type: none"> <li>➤ Ground on both sides of the fence shall be kept at least 3 m clear of obstructions that may assist an intruder to climb the fence; and</li> <li>➤ Shall be installed with three (3) barbed wires at the top.</li> </ul>
Location:	Shall enclose the whole construction- and/or hazardous area on Airside.

For all types off barriers to be placed, permission must be obtained from the COO.

## L. Scaffolding

A scaffold is a temporary structure inside (outside) of a building that can provide efficient and safe means to conduct Terminal Construction Projects, Maintenance or other Airport Works to avoid using ladders, leaning over edges, stretching overhead and working from ladders.

Should a scaffold be required to conduct construction, maintenance or other works on the Airside, Landside or in the Terminal, the contractor shall install:

- Barricades surrounding the scaffold (Airside)
- Fabricated or wood decks on each scaffold platform level (terminal)
- Guardrails on all platforms and consists of top rails, mid-rails, toe boards and fabricated wood decks on each scaffold platform level (landside)
- Barricades surrounding the scaffold platform level
- Construction Signs to warn employees and passengers.
- Mesh surrounding the scaffold platforms on all levels to safeguard employees and passengers at lower level. All construction personnel that shall conduct work on the scaffold shall:
  1. Use a harness connected to a suitable and secure anchorage point with an independent lifeline; and
  2. Wear hard hats to protect against falling objects
  3. Use a harness connected to a suitable and secure anchorage point with an independent lifeline if required and prescribed; and
  4. Wear safety helmets for protection against falling objects.
  5. Fabricated or wood decks on each scaffold platform level;
  6. Mesh surrounding the scaffold platforms on all levels to safeguard employees and passengers at lower levels.



## M. Signs

All fenced-out construction areas on the Airside, Landside and Terminal should have constructions signs placed on the outer sides of the fenced construction area. In regard to signs, the following specifications shall be adhered to when conducting construction on Airside:

### A. Construction Sign

SPECIFICATIONS	
Height:	Normal reading height (+/- 120 cm).
Size:	40 cm by 70 cm.
Color:	Yellow background with black/red letters.
Location:	At the entrance of the construction area.
Other Features:	Text written in English, Spanish and Papiamentu.



**B. Inconvenience Sign (To be placed by BIA)**

SPECIFICATIONS	
Height:	Normal reading height (+/- 120 cm).
Size:	40 cm by 70 cm.
Color:	White background with black letters.
Location:	In the center of the fence.
Amount:	One (1) sign at intervals not exceeding 10 m.
Other Features:	Text written in English, Spanish and Papiamento. Shall include BIA logo.

**WE APOLOGIZE FOR THE  
INCONVENIENCE.  
WE ARE REMODELLING FOR  
YOUR COMFORT.**

**C. Precaution Sign**

SPECIFICATIONS	
Height:	Normal reading height (+/- 120 cm)
Size:	40 cm by 70 cm
Color:	Green, yellow, red, blue with white or black letters.
Location:	At every exit of the construction area.
Other Features:	Local Traffic Signs

**N. Waste Containers**

Should there be a necessity for a waste container to dispose waste material of Airside construction, terminal construction and Land construction the contractor shall:

- Request permission from the ADO to place the container on Airside and Landside.
- Cover the containers to prevent FOD on the Airside, Landside coming from construction waste material;
- Cover and fence- out containers to prevent waste material on the Landside of Flamingo International Airport.
- Place the containers at the location determined in the Pre-Construction Meeting or at a new location as determined in the Construction Coordination Meeting. Barricades shall be placed around the container; and
- Remove all containers from Airport premises at the end of the construction period.



### O. Restroom Facilities

The contractor shall:

- Provide one (1) decent portable toilet/restroom trailer per twenty (20) persons within the construction area; and
- Keep toilets clean at all times.



### P. Construction Trailers/Offices

The contractor shall:

- Request permission from the COO to install temporary construction trailers/office at the Airport;
- Securely fasten trailers/offices to the ground at designated areas determined at the Pre-Construction- and Construction Coordination Meeting; and
- Adhere to the security requirements regarding out fencing.



### Q. Work Permit (Cutting/Welding/ Grinding)

For any oxy-fuel cutting, welding, and/or grinding, the contractor shall include a full description of the work in the Work Permit, which shall be present during execution of the work on the Airside and Landside construction area. For additional information on Work Permits, refer to the Work Permit Policy.

### R. Lunch Facilities

1. Consume food and/or beverage only at designated areas determined at the Pre-Construction- and Construction Coordination Meeting;
2. Have enough covered, waste disposal bins in this area; and
3. Provide a decent enclosed lunch facility for its personnel for Construction Projects, Maintenance or other Airport Work that require significant repair or shall take more than two (2) weeks to complete.

## 1.5 Insurance Requirements to conduct Construction

All contractors shall obtain a Construction All Risk Insurance and a Liability Insurance to conduct Construction Projects, Maintenance or other Airport Works on the Airside, Landside or in the Terminal of the airport. Depending on the location of the project the liability coverage amount varies and coverage for the damage to aircraft should be included when performing works or accessing the Airside. In some cases this can be fulfilled via the insurance of BIA. For more information regarding insurance requirements, the contractor can contact the COO.

**Note:** All policies should mention BIA as additional insured.



## 1.6 Security Requirements to conduct Construction

All contractor personnel in the construction area are required to adhere to security requirements on the airport. Additional information regarding security requirements can be obtained from the Airport Security Manager.

## 1.7 BIA staff responsibilities during Construction

BIA staff such as, but not limited to, the airport safety officer, airport compliance and special projects manager are not responsible for assessments of structural elements during construction. They are only in charge of monitoring the safe execution of the work in relation to the airport processes.

Their responsibilities could include, but are not limited to:

- A. Attend Pre-Construction Meetings;
- B. Review safety requirements to Work Permits (WP);
- C. Conduct safety inspections on the construction site at the airport;
- D. Monitor/control safety related aspects during construction;
- E. Attend Construction Coordination Meetings;
- F. Meet regularly with the contractor's Project and Safety Manager.



# PART 2

## AIRSIDE CONSTRUCTION

## PART 2 – AIRSIDE CONSTRUCTION

### 2.1 Requirements during Airside Construction

#### 2.1.1 Notification of Airside Construction Projects

With the continuous increase of airport users, it is essential to keep all applicable parties well informed of the details (ex. duration, location, restrictions, etc.) of any airside construction prior to its commencement. Therefore, permission and receive written approval from the COO to conduct such construction is necessary.

The following table indicates the minimum amount of time that is required to properly inform the Airside users of Construction Projects, Maintenance or other Airport Works that could potentially (could) affect their operations:

AIRSIDE AREA	MINIMUM ADVANCED NOTICE
Roads	<i>Five (5) working days</i> advance notice is required for the closure of any part of an Airside road.
Aprons, taxiways. (Main/ General Aviation)	<i>Seven (7) working days</i> advance notice is required for the closure of any part of an apron or taxiway.

### 2.2 Contractor's Responsibilities during Airside Construction

Responsibilities of the contractor include:

- A. Carry out the construction activities in such a manner not to affect the safety of aircrafts or other Airside users at Flamingo International Airport;
- B. Deliver materials, equipment and containers to the construction area in close coordination with BIA and outside operation peak hours;
- C. Verify that construction personnel and visitors in the construction area have been verified to comply with the Airside Safety and Security Awareness Training (ASSAT) regulations given by the Airport Security Coordinator
- D. Arrange valid Airport Security ID badges or Escort ID badges for all construction personnel to have in their possession during execution of the work;
- E. Place safety barricades, markers and markings surrounding the construction area in accordance with this CSM to identify the unsafe/dangerous area;
- F. Submit the Airside Vehicle Permit Application form;
- G. Instruct contractor personnel to adhere to Aerodrome Manual;

- H. Return the construction area to normal airside safety standards at the end of the Construction Projects, Maintenance or other Airport Works;
- I. Immediately report any incidents, accidents and/or damages to people, equipment and/or facilities to the ADO; and
- J. Adhere to all safety & security instructions given by BIA.



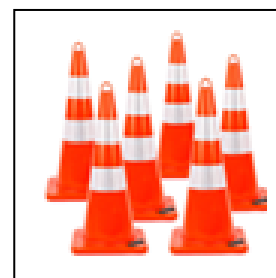
## 2.4 Airside Construction Safety Requirements

### 2.4.1 Safety Cones

Safety cones are cone-shaped markers that could be placed on the Airside to identify construction/hazardous areas or to temporarily redirect traffic in a safe manner. Regarding safety cones, the following specifications shall be adhered to when conducting construction on the Airport:



SPECIFICATIONS	
Height:	70 – 90 cm (28 – 36 in).
Weight:	≥ 4.5 kg (10 lb.).
Color:	Orange.
Location:	Shall enclose the whole construction-and/or hazardous area on the Main-and/or General Aviation Apron.
Amount:	One (1) cone at intervals not exceeding 4 m.
Other Features:	Shall include white reflective stripe(s).



**Note:** Safety cones are not to be used on the Maneuvering area of Flamingo International Airport.

### 2.4.2 Low-Profile Barrier

Low-Profile Barriers are low rectangular-shaped markers filled with water that could be placed on the Airside to identify construction areas, hazard areas, or to temporarily redirect traffic in a safe manner. In regard to low-profile barriers, the following specifications shall be adhered to when conducting construction on Airside:

SPECIFICATIONS	
Height:	20 – 30 cm (8 – 12 in).
Weight:	≥ 117.9 kg (260 lb.).
Color:	Orange.
Lights:	Shall be fixed with a steady red unserviceability lights at intervals not exceeding 3 m.
Location:	Should enclose the whole construction- and/or hazardous area on the Main- and/or General Aviation Apron.
Other Features:	<ul style="list-style-type: none"> <li>➤ Shall be frangible and filled to maximum capacity;</li> <li>➤ Shall be fixed with unserviceability flags; and</li> <li>➤ Should include reflective sheeting.</li> </ul>



### 2.4.3 Safety Mesh

Should the construction area potentially produce FOD (ex. demolishing concrete), the contractor shall install a safety mesh. In regard to safety mesh, the following specifications shall be adhered to when conducting construction on Airside:

SPECIFICATIONS	
Height:	Shall be between 0.6 and maximum a height of 1.5 m.
Color:	Orange.
Lights:	Shall be fixed with a steady red unserviceability lights at intervals not exceeding 3 m.
Location:	Shall enclose the whole construction- and/or hazardous area on the Main- and/or General Aviation Apron.
Other Features:	Shall be frangible.



### 2.4.4 Obstruction Flags

Obstruction flags shall be displayed around, on top of, or around the highest edge of a construction vehicle/equipment when in use on the construction area. In regards to obstruction flags, the following specifications shall be adhered to when conducting construction on the airside of Flamingo International Airport:

SPECIFICATIONS	
Size of Flag:	≥ 90 cm on each side.
Type:	Checkered.
Size of Squares:	≥ 30 cm on each side.
Color:	Red and White.
Pattern:	Shall contrast each with the other & with the background against which they will be seen.



### 2.4.5 Lighting

Constructing on the Airside during operations can be a complex and dangerous task. It is, therefore, vital that lights have sufficient intensity to ensure conspicuity considering the intensity of the adjacent lights and the general level of illumination against which it would normally be viewed. Construction vehicles/equipment shall, therefore, be installed with flashing beacons/strobe lights and other (previously mentioned) safety markers shall be fixed with unserviceability lights. In regard to lighting, the following specifications shall be adhered to when conducting construction on the Airside of Flamingo International Airport:

SPECIFICATIONS	
Type:	Solar or Battery Powered.
Color:	Steady Red.
Intensity:	≥ 10 cd.
Amount Movement Areas:	At intervals between 4 m, if required.
Amount Roads:	At intervals between 10 m, if required.



SPECIFICATIONS	
Color Beacon:	Yellow/Amber/Orange.
Color Strobe:	White.
Intensity:	≥ 10 cd.
Frequency:	60-90 flashes per minutes.
Location:	Above driver's eye level.



**Note:** The constructor is responsible to assure that all unserviceability lights, flashing beacons/strobe lights are operational 24hrs a day.

## 2.5 Construction Vehicles/Equipment

### 2.5.1 Safety Requirements for Construction Vehicles/ Equipment

Construction vehicles/equipment (self-powered or towed) are regarded as mobile obstacles while engaged on the Airside. Vehicles/Equipment associated with the Construction Projects, Maintenance or other Airport Works shall, therefore, not be permitted to enter the movement area, unless authorized and/or escorted.

For additional information, refer to the Aerodrome Manual.

### 2.5.2 Roads, Routes and Speed Limits

During the Pre-Construction Meeting, BIA shall assign the authorized road/routes to be used for the construction.

The contractor shall:

- A. Keep the road/routes to be used for construction clean;
- B. Adhere strictly to these assigned road/routes; and
- C. Ensure that all construction vehicles/equipment shall remain on designated and marked roads, when possible.



Unless otherwise advised by COO, the speed limit for construction vehicles/equipment shall be as follows:

LOCATION	SPEED (km/hr)
Service roads	20
Main and General aviation Apron	10

Non-compliance with these speed limits could result in removal from airside.

### 2.5.3 Parking of Equipment/ Storage Area

All vehicles and/or equipment shall be contained within the construction area. Temporary structures, equipment, and all materials associated with the construction works shall be secured and able to withstand common wind speeds on the Airside at Flamingo International Airport. Equipment shall not be parked within three (3) M in the vicinity of the security fence. The ADO shall coordinate the removal of any vehicles and/or equipment that does not adhere to these requirements.

### 2.5.4 Operation of Cranes

The contractor shall:

- A. Request permission from the COO to operate a crane on the Airside of Flamingo International Airport;
- B. Coordinate with the ADO regarding the operation of cranes (exp. time, date, etc.);
- C. Adhere to all parking instructions given by ADO.

### 2.5.5 operation of Automated Man Lift

The contractor shall:

- A. Coordinate with the Airport Duty Officer regarding the operation of automated man lifts (exp. time, date, etc.);
- B. Place barricades surrounding the area where the automated man lift shall operate; and
- C. Adhere to all parking instructions given.

### 2.5.6 Communication Equipment

The contractor shall have the following communication equipment at the construction area during construction on the Airside of Flamingo International Airport:

- A. The contractor's Supervisor shall have a two-way radio system and or telephone for communication with the ADO;
- B. If the construction project is fenced out, the contractor's Security shall have a two-way radio system to communicate with the ADO; and
- C. If the construction project needs to be performed on the Maneuvering area, the ADO shall escort the contractor

**Note:** Use of cellular phones on the Airside by any other personnel besides the contractor's Supervisor or Safety Manager should be kept to a minimum.

### 2.5.6 Construction Trailers/ Offices

The contractor shall:

- Request permission from the COO to install temporary construction trailers/office at the Airport;
- Securely fasten trailers/offices to the ground at designated areas determined at the Pre-Construction- and Construction Coordination Meeting; and
- Adhere to the security requirements regarding out fencing.

## 2.6 Additional Airside Permits Requirements

### 2.6.1 Airside Driving Permit (ADP)

In principle, contractors' vehicles are escorted on Airside. There may be circumstances in which this is deviated from. The condition is that when the ASSAT has been successfully completed and a permanent Airport pas is acquired, the Airside Driving Permit could be included for driving on the service road and the apron.

Of course, this only applies in combination with a valid driver's license issued by the government. Additional conditions can still be attached to this and exceptions are also possible by the COO.

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### 2.6.2 Airside Vehicle Permit (AVP)

As a safety & security requirement, all construction vehicles shall obtain an Airside Vehicle Permit (AVP). To obtain an AVP, the contractor shall:

- A. Submit a correctly filled in AVP application form (attachment B) to the COO;
- B. Prepare the vehicle for inspection;
- C. Adhere to Insurance requirements; and
- D. Obtain the AVP sticker, which shall authorize the vehicle to access the Flamingo International Airport airside during the indicated validity period.

For additional information on the AVP, refer to the Aerodrome Manual Appendix J Chapter 3.



# PART 3

## TERMINAL CONSTRUCTION

## PART 3 – TERMINAL CONSTRUCTION

### 3.1 Terminal Services Officer's Responsibilities during terminal Construction

Construction Projects, Maintenance or other Airport Works to be conducted within the Terminal of Flamingo International Airport shall be coordinated with the Chief Operating Officer (COO) and Terminal Service Officer on duty.

### 3.2 Notification of Terminal Construction Projects

With the constant increase of passengers and Terminal users at Flamingo International Airport, it is essential to keep all relevant parties well informed of the details (exp. duration, location, restrictions, etc.) of any Terminal construction prior to its commencement. The contractor shall, therefore, request permission and receive written approval from the COO to conduct such construction.

The following table, therefore, indicates the amount of days that are required to properly inform the Terminal users of Construction Projects, Maintenance or other Airport Works that could potentially affect their operation:

TERMINAL AREA	MINIMUM ADVANCED NOTICE
Offices	<i>Five (5) working days</i> advance notice is required for the closure of any offices.
Arrival hall/Baggage Claim	<i>Five (5) working days</i> advance notice is required for the closure of any part of the arrival hall/Baggage Claim.
Concessions	<i>Seven (7) working days</i> advance notice is required for the closure of any part of the Main Concession Area.
Restrooms	<i>Seven (7) working days</i> advance notice is required for the closure of any part of restrooms.
Local Immigration/Customs	<i>Fourteen (14) working days</i> advance notice is required for the closure of any part of Local Immigration/Customs
Security Screening/Checkpoints	<i>Fourteen (14) working days</i> advance notice is required for the closure of any part of Security Screening Checkpoints

The COO always has the option to deviate from this without further explanation.

### 3.3 Contractor's Responsibilities during terminal Construction

Responsibilities of the contractor include but are not limited to:

- A. Carry out the construction activities in such a manner not to affect the safety of passengers or other Terminal users at Flamingo International Airport;
- B. Deliver materials, equipment and containers to the construction area in close coordination with the Landside Operations Officer and outside operation peak hours;
- C. Verify that construction personnel and visitors in the construction area have been briefed to comply with Terminal regulations and follow additional instructions given by Airport Safety Officer;
- D. Place safety barricades, markers and markings surrounding the construction area in the Terminal in accordance with this CSM to identify the unsafe/dangerous area;
- E. Return the construction area to normal Terminal safety standards at the end of the Construction Projects, Maintenance or other Airport Works;
- F. Obtain an approved Hot Work Permit prior to any oxy cutting, welding and/or grinding in the Terminal construction area, which shall be present during execution of the work;
- G. Immediately report any incidents, accidents and/or damages to people, equipment and/or facilities to the Terminal Service Officer; and
- H. Adhere to all safety & security instructions given by BIA.

### 3.4 Terminal Construction Safety Requirements

#### 3.4.1 Safety Cones

Safety cones are cone-shaped markers that could be placed in the Terminal to identify construction areas, hazard areas, or to temporarily redirect passengers or other Terminal users in a safe manner. In regard to safety cones, the following specifications shall be adhered to when conducting construction in the Terminal of Flamingo International Airport:

SPECIFICATIONS	
Height:	28 – 33 cm (11 – 13 in).
Weight:	≥ 1.1 kg (2.4 lb.).
Color:	Orange.
Location:	Shall enclose the whole construction- and/or hazardous area in the Terminal.
Amount:	One (1) cone at intervals ≤ than 1 m.
Other Features:	Shall include white reflective stripe(s).

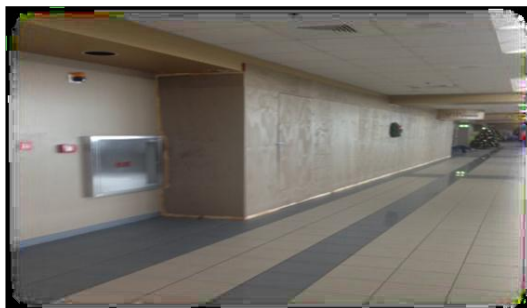


### 3.4.2 Caution Tape

Caution tape may be used only for ad hoc situations to isolate, clearly mark and identify the entire construction- and/or hazardous area or to temporarily redirect passengers or other Terminal users in a safe manner.

In regards to caution tape, the following specifications shall be adhered to when conducting construction in the Terminal of Flamingo International Airport:

SPECIFICATIONS	
Width:	7.5 – 8.0 cm (2.9 – 3.1 in).
Color:	Yellow background with black letters.
Location:	Shall enclose the whole construction- and/or hazardous area in the Terminal.



### 3.4.3 Fencing

Most construction that is conducted in the Terminal shall be fenced out completely from the bottom to the top. This can be done by using plywood (recommended), green mesh, plastic or vinyl. This is to prevent dust or FOD from contaminating the Terminal and possibly affect passengers or other Terminal users.

In regard to fenced out construction areas, the following specifications shall be adhered to when conducting construction in the Terminal of Flamingo International Airport:

SPECIFICATIONS	
Height:	Fenced-out (top to bottom).
Type:	Plywood, (Green) Mesh, Plastic or Vinyl.
Lights:	Should be fixed with white lights in case of electrical power failure.
Location:	Shall enclose the whole construction- and/or hazardous area in the Terminal.
Other Features:	Shall be close to the ground at the bottom to prevent dust or FOD from entering the Terminal.



### 3.4.4 Scaffolding

A scaffold is a temporary structure inside (outside) of a building that can provide efficient and safe means to conduct Terminal Construction Projects, Maintenance or other

Airport Works to avoid using ladders, leaning over edges, stretching overhead and working from ladders. Should a scaffold be required to conduct construction, maintenance or other works in the Terminal; the contractor shall install:

- Fabricated or wood decks on each scaffold platform level;
- Mesh surrounding the scaffold platforms on all levels to safeguard employees and passengers at lower levels;
- Barriers surrounding the scaffold; and Construction and Inconvenience Signs warning employees and passengers.

All construction personnel that shall conduct work on the scaffold shall:

- Use a harness connected to a suitable and secure anchorage point
- with an independent lifeline; and
- Wear hard hats to protect against falling objects.



### 3.5 Construction Equipment

#### 3.5.1 Operation of Automated Man Lift

The contractor shall:

- Coordinate with the Terminal Service Officer regarding the operation of automated man lifts (ex. time, date, etc.);
- Fence-out the surrounding area where the automated man lift shall operate.

#### 3.5.2 Equipment Storage Area

All materials, containers and/or equipment shall be contained within or in the vicinity of the construction area. The contractor shall coordinate with the Terminal Service Officer to remove any materials, containers and/or equipment that has not been stored according to the permit.

#### 3.5.3 Communication Equipment

The contractor shall have the following communication equipment on site during construction on the Terminal of Flamingo International Airport:

- A. The contractor's Supervisor shall have a two-way radio system to communication with the Terminal Service Officer.

**Note:** Use of cellular phones in Cell Free Zones of the Terminal by any other personnel besides the Contractor's Supervisor or Safety Manager should be kept to a minimum.

## PART 4

# LANDSIDE CONSTRUCTION

## PART 4 – LANDSIDE CONSTRUCTION

### 4.1 Landside Operations' Responsibilities during Landside Construction

#### 4.1.1 Notification of Landside Construction Projects

With the constant increase of public traffic at Flamingo International Airport, it is essential to keep all applicable parties well informed of the details (ex. time period, location, restrictions, etc.) of any landside construction projects prior to its commencement. A written approval from the COO is required. The following table, therefore, indicates the amount of days that are required to properly inform the landside users of Construction Projects, Maintenance or other Airport Works that could potentially affect their operations or public traffic:

LANDSIDE AREA	MINIMUM ADVANCED NOTICE
Parking Lot	<i>Seven (7) working days</i> advance notice is required for the closure of any part of the parking lot.

### 4.2 Contractor's Responsibilities during Landside Construction

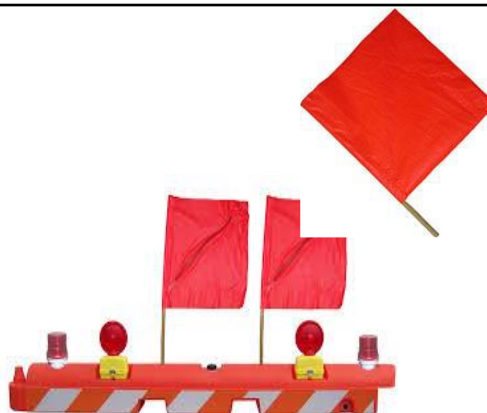
Responsibilities of the Contractor include:

- A. Carry out the construction activities in such a manner not to affect the safety of landside operations at Flamingo International Airport;
- B. Deliver materials, equipment, and containers to the construction area in close coordination with the Parking-lot Agent and outside operation peak hours;
- C. Verify that construction personnel and visitors in the construction area have been briefed to comply with landside regulations and follow additional instructions given by Airport Performance Unit;
- D. Place safety barricades, markers, and markings surrounding the construction area on the landside in accordance with this CSM to identify the unsafe/dangerous area;
- E. Verify that all construction vehicles/equipment are properly lighted, marked, and contained within the construction area in accordance with this CSM;
- F. Return the construction area to normal landside safety standards at the end of the Construction Projects, Maintenance or other Airport Works;
- G. Obtain an approved Work Permit prior to any oxy cutting, welding, and/or grinding on the Landside construction area, which shall be present during execution of the work;
- H. Immediately report any incidents, accidents, and/or damages to people, equipment and/or facilities to the Parking-lot Agent; and
- I. Adhere to all instructions given by BIA.

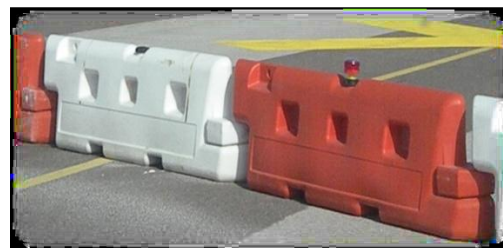
## 4.3 Landside Construction Safety Requirements

### 4.3.1 Water Barricades

Water Barricades are high rectangular-shaped markers (filled with water) that are placed on Landside to identify construction/hazardous areas or to temporarily redirect traffic in a safe manner. In regards to water barricades, the following specifications shall be adhered to when conducting construction on Landside:



SPECIFICATIONS	
Height:	55 – 65 cm (22 – 26 in).
Weight:	≥ 306.2 kg (675 lb.).
Color:	Alternating Orange and White
Lights:	Shall be fixed with a steady red unserviceability lights at intervals not exceeding 3 m.
Location:	Shall enclose the whole construction- and/or hazardous area on the landside.
Other Features:	<p><b>A.</b> Shall be frangible and filled to maximum capacity able to withstand common wind speeds at Flamingo International Airport ; and</p> <p><b>B.</b> Shall include reflective sheeting.</p>



### 4.3.2. Obstruction Flags

Obstruction flags shall be displayed around, on top of, or around the highest edge of a construction vehicle/equipment. In regard to obstruction flags, the following specifications shall be adhered to when conducting construction on the Landside of Flamingo International Airport:

SPECIFICATIONS	
Size of Flag:	≥ 90 cm (35.4 in) on the highest edge.
Color:	Red and white
Location:	Shall be displayed around, on top of, or around the highest edge of a construction vehicle/equipment.





### 4.3.3 Lighting

Constructing adjacent to public traffic during night hours can be a complex and dangerous task. It is, therefore, vital that caution lights be installed to warn the general public of the construction ahead. Caution lights shall consist of a flashing orange light and shall have sufficient intensity to ensure conspicuity considering the intensity of the adjacent lights and the general level of illumination against which it would normally be viewed. In regards to unserviceability lighting, the following specifications shall be adhered to when conducting construction on the Landside of Flamingo International Airport:

SPECIFICATIONS	
Type:	Solar or Battery Powered.
Color:	Flashing Orange.
Intensity:	$\geq 10$ cd.
Amount:	If required, at intervals of 10 m depending the equipment, it is mounted to.

**Note:** The constructor is responsible to assure that all caution lights are operational 24hrs a day.

## 4.4 Construction Equipment

### 4.4.1 Public Roads

Landside construction can sometimes be a complex project to execute while constructing in an area of constant moving people and public traffic on the Landside of Flamingo International Airport. The contractor shall, therefore:

- A. Pay special attention when constructing in the vicinity of
  1. Parking areas;
  2. Primary/Secondary Roads; and
  3. Taxi Area.
- B. Keep the construction area as clean as possible;
- C. Place construction signs ahead of the construction area to alert the public; and
- D. Coordinate and adhere to all instructions given by the Terminal Service Officer.



# APPENDIX A

## Appendix A: BIA NV Work Permit

**WORK PERMIT**

Requested by: \_\_\_\_\_ Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Detailed description of the work to be performed: (attach drawings and schedules)

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Work Start Date: \_\_\_\_\_ Work Completion Date: \_\_\_\_\_

**Exact Location of the work to be performed:**

- ☐ Area I – Terminal Public  
☐ Area II – Terminal Restricted  
☐ Area III – Airside  
☐ Area IV - Airside Movement area (this area requires an insurance of (USD 1,000,000.00)

Insurance coverage needed exceeds \$5,000,000.00. ☐ No ☐ Yes Surcharge to be paid \$ \_\_\_\_\_

Requester hereby acknowledges that he/she has read the procedure for General Requirements Regarding Fire-Health &amp; Safety to obtain Work Authorization Permit and will adhere to such procedures.

**Include following attachments:**

1. List of materials to be used (if applicable)
2. How materials will be brought to the project site and where materials will be stored. (if applicable)
3. How will extra materials and rubbish be removed from site? (if applicable)
4. Explain the clean-up process to be used to restore the site to pre-project conditions. (if applicable)
5. List of project personnel and identification number

**BIA Authority only****REVIEWS AND APPROVALS**

- |                      |            |          |
|----------------------|------------|----------|
| • Safety Performance | DATE _____ | BY _____ |
| • Maintenance        | DATE _____ | BY _____ |
| • Security           | DATE _____ | BY _____ |
| • Operations         | DATE _____ | BY _____ |

Comments:

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date airside safety instruction: \_\_\_\_\_ Safety Performance: \_\_\_\_\_

Instruction completed:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Given by: \_\_\_\_\_

WORK AUTHORIZATION PERMIT

☐ APPROVED☐ DISAPPROVED

BY CHIEF OPERATING OFFICER

DATE: \_\_\_\_\_

# APPENDIX B

## Appendix B: Airside vehicle permit Application Form

**AIRSIDE VEHICLE PERMIT APPLICATION FORM****Application for Vehicle Airside Permit****To be completed by the Applicant in Block Capitals or Typewritten**

To: Chief Operating Officer  
 Airport Security Manager  
 Bonaire International Airport NV  
 Plaza Medardo S.V. Thielman #1

- 1**      **Name and private address of registered owner of vehicle.**      **Name and address of applicant if registered different from owner of vehicle.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tel No.: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tel No.: \_\_\_\_\_

- 2**      **Name and address of employer of applicant:**

\_\_\_\_\_  
 \_\_\_\_\_ Tel No.: \_\_\_\_\_

- 3**      **Details of vehicle:**

Type: \_\_\_\_\_  
 Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 License No.: \_\_\_\_\_  
 Vehicle Insurance: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Policy No.: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Insured Amount: \_\_\_\_\_

- 4**      **Detailed reasons for application:**

\_\_\_\_\_  
 \_\_\_\_\_

- 5**      **Name of company for whom service is being provided and area of service:**

\_\_\_\_\_

## DECLARATION OF THE APPLICANT

*To be completed by an authorized official*

I, the undersigned certify that:

- (a) The vehicle operated by the applicant is required to enter airside as requested by this Company and for the detailed reasons in point 4 of the application form only.
- (b) The driver and any other persons carried (except airline passengers) will be in possession of an official government issued identity document.
- (c) I will bring the traffic and vehicle requirements as set out in the Airport Regulations ("Luchthavenreglement"), Aerodrome Manual and Airport Directives as modified from time to time, to the attention of all drivers who may use the vehicles for which this Permit is required.
- (d) I will return the Permit if the applicant's vehicle ceases to serve this Company during the period of issue.
- (e) The applicant or owner has taken out a policy or policies of insurance as set out in chapter 6 of this appendix.
- (f) I accept that all vehicles are admitted to and remain on the approved areas as per the permit and only for the purpose as indicated on the permit on the express condition that neither the Airport Authority nor its servants or agents shall be liable for any loss of, or damage to, the vehicle or its contents, personal injury or death, howsoever such loss or damage may be occasioned. The permit is the property of the Airport Authority and is issued subject to Airport Regulations ("Luchthavenreglement"), the requirements in the Aerodrome Manual and Airport Directives.
- (g) Any fee charged for the permit is not refundable upon cancellation of the permit howsoever arising.

Name of applicant: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Tel no: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### For Airport Authority Use Only

ID No. \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Authorized Area: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Signature: \_\_\_\_\_

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