

Gatwick Airport Directive

Title: PROCEDURE FOR THE APPROVAL OF CRANES AND OTHER TALL EQUIPMENT		Ref No: GAD/F:1/16
Issue Date: 15/01/2016	Effective Date: 04/12/2015	Expiry Date: 03/12/2018
<p>It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.</p>		
<p>Introduction:</p> <p>Cranes or other pieces of tall construction equipment intended to be used on the aerodrome or in its vicinity will require prior approval by Gatwick Airport Limited (GAL). All applications must be submitted electronically at least one month before the intended commencement of crane/equipment operation as, in most circumstances, it will be necessary to involve other organizations such as the Civil Aviation Authority (CAA) and National Air Traffic Services (NATS).</p>		
<p>Programme:</p> <p>PRE APPLICATION ADVICE For advice prior to applying for a permit queries should be directed as follows:-</p> <ul style="list-style-type: none"> • Guidance on heights, locations, impacts on airfield operations and operational restrictions:- <ul style="list-style-type: none"> ◦ Airside Operations Department ~ Tel: 01293 504135 during normal office hours, or the Airfield Control Lead on Tel: 01293 503085 at other times. ◦ GAL Engineering Service Control Centre ~ Tel: 01293 503610. • Guidance on accessing and using the P2W system:- <ul style="list-style-type: none"> ◦ P2W System Administrator ~ E-mail: atw-gatwick@gatwickairport.com or Tel: 01293 501439 <p>APPLYING FOR A PERMIT All applications must be submitted electronically through the P2W (permit to work) system. The system can be accessed using the following URL: https://a2w.gatwickairport.com. For On Airport Permits, Gatwick charge £300 per application. Any queries should be directed to the System Administrator: E-mail; atw-gatwick@gatwickairport.com; Phone: 01293 501439. The following details will be required and it is of critical importance that this information is accurate:-</p> <ul style="list-style-type: none"> • The exact location of the crane/equipment, as an OS Grid reference (to at least 6 figures for each of eastings and northings), and marked on a map preferably also showing the OS Grid; • The maximum operating height of the crane, jib, etc. in metres Above Ordnance Datum (AOD) or failing that, as Above Ground Level (AGL) provided ground levels are also provided. Note: this is the maximum height required for the intended operation NOT the maximum height the crane can operate up to; • The type of crane/equipment (eg Tower Crane, Mobile Crane, etc.); • The radius of the jib/boom etc. of a fixed crane; • The area of operation of a mobile crane; • The intended dates and times of operation; • Name and contact details of the applicant. • Method statements, risk assessments and lifting plans, for on airport operations. <p>NOTE: Heights "Above Ordnance Datum" are those shown on Ordnance Survey maps as "above mean sea level" (amsl). Once these details have been considered the applicant will be advised whether the operation can proceed and what restrictions, if any, will apply. In some circumstances it will be necessary for the applicant to obtain an assessment of the affects of the proposed operation on aircraft procedures from the CAA which will incur a charge of approximately £400. GAL will advise the applicant if this will be required after the application has been submitted. The permit must remain with the crane equipment for the duration of the operation. Any crane operating without authorisation will be stopped and offenders are liable to be prosecuted under the Air Navigation Order.</p> <p>AIRPORT REQUIREMENTS In addition to the standard requirements for the safe operation of a crane, any of the following may be imposed to ensure the safety of aircraft:</p> <ul style="list-style-type: none"> • restrictions on crane operating height; • the fitting of obstacle lights (see further information); • restrictions on crane operating times; • crane operations dependant on the runway(s) in use; • restrictions during low visibility (whether caused by fog or low cloud). <p>All approvals are granted on an "as detailed" basis, therefore any change to the operating height of the jib or location of the crane/equipment will invalidate the approval. GAL must therefore be advised of any changes in circumstances so that a fresh appraisal can be made and a new permit issued. When specified on the permit, the GAL Airfield Operations Department must be contacted prior to the commencement of and at the end of all approved lifting operations by telephone on 01293 503090. Wherever practicable the jib of a crane must be lowered when not in use or when requested by an airport official, such as during periods of low visibility (whether caused by fog or low cloud).</p> <p>AIRSIDE REQUIREMENTS If a crane is to be operated airside at the airport, must have an airside Airside Vehicle Pass (AVP), Airside Driving Permit (ADP) and ID cards with appropriate airside access.</p>		

Prior to the works, discussion and agreement on issues such as access routes, parking and crane erection will also be necessary to minimise disruption to other airside users.

ADDITIONAL INSTRUCTIONS

Standard Operating Procedure, 20000-xx-PR-xxx-000083 v1.0., Cranes and Other Tall Equipment

This Engineering Instruction defines the procedures that must be followed to obtain authorisation at Gatwick Airport for safeguarding lifting operations in all areas.

Questions

Any questions should be referred to Vicki Duggan on Tel no:- 01293 504135

Operational Impacts:

The permit must remain with the crane equipment for the duration of the operation. Any crane operating without authorisation will be stopped and offenders are liable to be prosecuted under the Air Navigation Order.

Further Information:

OBSTACLE LIGHTS

A crane may be required to be fitted with obstacle lights, in most cases this will be as follows:-

With a working height less than 45 metres above ground level - a steady red low intensity light mounted at the highest point of the crane. The light is to be omnidirectional with a vertical coverage of at least +5 to +8 degrees. The minimum intensity should be 200 candelas.

With a working height between 45 metres and less than 150 metres above ground level - steady red medium intensity lights mounted at the highest point of the crane and at intermediate levels not exceeding a spacing of 52m. The lights must be omnidirectional with a vertical coverage of at least +/- 4 degrees. The intensity must be 2000 candelas (+/- 20%).

In the case of a tower crane, lights mounted at the end of the boom **and** on the top of the tower will be required.

The type, colour and technical specification of obstacle lights varies depending on the height and location of the obstacle, the above information is therefore intended as a guide. For more information refer to 'Civil Aviation Publication 168 - Licensing of Aerodromes' or contact the Gatwick Airfield Operations Department as detailed in Paragraph 3. The type of obstacle light required will be specified on the completed permit.

The obstacle lighting must be switched on for the period 30 minutes before sunset to 30 minutes after sunrise, and in periods of reduced visibility.

However, it is recommended that they be illuminated at all times, particularly if switching is a problem.

Unserviceable obstacle lights should be replaced as soon as possible and in any event within **24 hours**. For steady red lights, a pair in each position is recommended so that, if one fails, there is not the urgency to replace it.

Signatory

Gary Cobb

for and on behalf of the Chief Executive Officer of Gatwick Airport Limited

Consultation:

Has consultation on this Directive taken place? Yes - Consultation record held by author

Distribution:

FULL