AIRSIDE ACTIVITY PROGRAM

AVIATION PROGRAMS

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Toronto Pearson

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DOCUMENT CONTROL

VERSION HISTORY

VERSION	DATE	CHANGES
1.0	2013-05-01	
1.1	2013-05-15	Sections 2, 6.4, 6.6, 6.9, 6.10, 6.12, 6.13, 7.5, 9.1, 9.2, 11.1, 12.1, Appendix A, Appendix E
2.0	2016-01-27	Sections 4, 5, 8, 13.1, Appendix G
3.0	2018-08-31	Re-alignment of Table of Contents. Review and updated links.
3.1	2020-04-08	Re-alignment of Table of Contents. Review and updated links. Inclusion of Airside Flagging Procedures.
3.2	2021-01-15	Re-alignment of Table of Contents. Inclusion of definitions, final inspection, Airside Activity Guide, Update of Roles and Responsibilities and titles. Added Appendix, showing samples of delineation drawings and security.

REVISION AND APPROVAL CONTROL OF LAST VERSION

TASK	RESPONSIBLE	POSITION	DATE
Preparation	Nick Matveev	Aviation Specialist	2021-05-31
Preparation	Lokesh Hindocha	Aviation Specialist	~~2016-01-27~~
Revision	Andrew Payter	Mgr. Av Programs, Compliance & Coordination	2021-05-31
Approval	Neal Samuel	Associate Director, Operations Delivery	2021-05-31

REFERENCE DOCUMENTS

TITLE	AUTHOR	DATE	DESCRIPTION/COMMENTS
Canadian Aviation Regulations	Transport Canada	2012	
TP312 Aerodrome Standards and Recommended Practices 4th Edition	Transport Canada	1993	
TP312 Aerodrome Standards and Recommended Practices 5th Edition	Transport Canada	2015	
Canadian NOTAM Procedures Manual	Nav Canada	2017	

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FOREWORD

The Airside Activity Program (AAP) is maintained by Airport Operations under the direction of the Manager, Airside Coordination. This document will be reviewed every three years or as required and will be distributed to all stakeholders by operational directive, or upon request to individual requestors.

This manual serves as the authoritative document for performing work on airside. The following editorial practice has been followed in the writing of the manual, the verb "shall" will be used to mean compliance, while for recommended practices the verb "should" is used. If uniform application cannot be used, wording such as "if practicable" or other similar wording will be used.

DEFINITIONS

Airside. The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

Apron Area. Accommodates the loading and unloading of passengers and cargo, the refueling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians necessary for such purposes. At Toronto Pearson, aprons are the areas adjacent to airside buildings, including but not limited to terminal buildings.

Activity Notice. An official notice of work that is issued and distributed to all relevant stakeholders. It includes the work details, schedule, and relevant restrictions and closure requirements.

Airside Activity Request. An official request to perform work that is located airside, or anywhere within the PSL line.

Runway Strip. A defined area including the runway and stop way, if provided, and intended to::

- Reduce the risk of damage to aircraft running off a runway; and
- Protect aircraft flying over it during take-off or landing operations.

Maneuvering Area. Used for the takeoff, landing, and taxiing of aircraft. It includes runways, taxiways, high speed exits (taxiways enabling aircraft at high speeds to safely exit from runways), and apron entrances/exits (apron and taxiway intersections).

Movement Area. The portion of the airside used for the movement of aircraft. This portion is further divided into the Apron and Maneuvering Areas.

Maximo. Is an enterprise data management tool utilized for managing work permits and the related documentation.

Obstacle Limitation Surface (OLS). A surface that establishes the limit to which objects may project into the airspace associated with an aerodrome so that aircraft operations at the aerodrome may be conducted safely. Obstacle limitation surfaces consist of the following:

- Outer surface. A surface located in a horizontal plane above an aerodrome and its environs.
- Take-off/Approach surface. An inclined plane beyond the end of a runway and preceding the threshold of a runway.
- Transitional surface. A complex surface along the side of the strip and part of the side of the approach surface, that slopes upwards and outwards to the outer surface, when provided.

1 - PURPOSE, GOALS AND SCOPE

The Airside Activity Program (AAP) outlines the requirements, processes, and responsibilities to conduct activities that affect the airside environment at Toronto Pearson International Airport.

The AAP ensures the scope, methodology and sequence of activities is fully understood to identify ways for dealing with risk. The AAP is essentially a risk mitigation tool to ensure activities performed airside are conducted safely, in accordance with applicable standards.

The goals of the AAP are as follows:

1. Ensure safety of aircraft operations during airside activities including but not limited to maintenance, restoration, and construction;
2. Maintain compliance with Transport Canada regulations/ standards;
3. Maintain the operational integrity of airside operations; and
4. Manage all airside activities, clearly identifying roles and responsibilities.

2 - SCOPE

The AAP covers all direct and indirect activities on airside surfaces. To articulate the work to be carried out within regulatory requirements every 'Activity Request' is approved with an 'Activity Notice' and assigned an 'AS' MAXIMO number.

Direct and indirect activities include but not limited to any activity that might impact:

- Runways, Taxiways and Apron areas;
- The Obstacle Limitation Surface (OLS);
- Routine maintenance activities on the airfield including electrical work;
- Electronic zoning surfaces (i.e. navigational aids such as localizers, glidepaths Airport Surface Detection Equipment (ASDE).

Activity Requests have been divided into five different work flows:

- Emergency
- Planned 1 – Capital
- Planned 2 – Predefined
- Planned 3 – ad hoc; and
- Non-Planned Activity

Exclusions form the Airside Activity Program Activity request requirements include:

- Wildlife Control Activities;
- Routine Inspections (Runway/Taxiway/Apron);
- Snow Removal Activities; and
- Foreign Object Debris (FOD) Response and/or Wildlife Response.

3 - AIRSIDE CLOSURES

3.1 ACTIVITY REQUEST / SUBMITTAL REQUIREMENTS

Prior to starting any airside activities as described within the Scope of this document, an Activity Request form must be submitted to the Airside Coordination Specialist at constrc@gtaa.com. See **Appendix A - Airside Activity Request Guide**.

Success in getting approval for conducting airside activities is incumbent on the requestor providing clear, complete, and relevant information allowing the allowing the Airside Coordination Specialist to assess the work and grant or deny the request.

Lead time for closure requests of maneuvering areas is especially imperative to ensure that safety, regulatory, and operational impact is considered in full and without delaying the planned work.

3.2 RUNWAYS

A minimum of five (5) business days' notice must be provided for each request. As able, a preliminary approval or denial will be sent to the originator as soon as practicable. A final decision and subsequent programming as appropriate will be made prior to the requested start date. Upon approval, an Activity Notice will be distributed to requestor and all operational parties and should indicate details regarding known phasing requirements.

3.3 TAXIWAYS/APRON

A minimum of three (3) business days' notice must be provided for each request. A final decision and subsequent programming as appropriate will be made prior to the requested start date. Upon approval, an Activity Notice will be distributed to requestor and all operational parties and should indicate details regarding known phasing requirements.

3.4 SUBMITTAL REQUIREMENTS

The requestor shall where applicable, consider and provide the following information within the the Activity Request:

- Full scope of work to be undertaken;
- Phases, sequence of activities to be undertaken including duration of each phase, activity;
- Declaration of any lead-time planning needs (i.e. procurement of parts, capacity declaration/ publication submissions, land-use submissions, Facility Alteration Permit, etc.)
- Schedule with specific start/ end dates. Schedule should indicate if contingency days have been included;
- Appropriate drawings/ maps/ diagrams to visually depict area of work showing exact location of the site, size and;
- Consideration of potential operational/ facility impacts;
- Working conditions, day/ night/ recall ability;
- Working heights;
- Access routes;
- Security and escort requirements;
- Laydown area requirements; and
- On-site contact information.

All airside activity requests shall be submitted with the following:

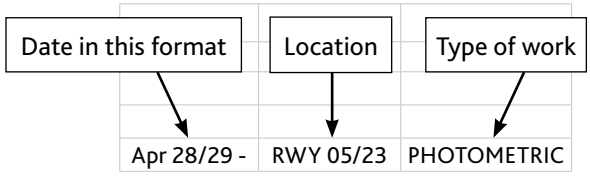
- A valid airside activity competency permit which is valid for a period of one (1) year from the time of issuance.
- The airside activity requestor shall complete the one-page airside competency questionnaire and submit to constrc@gtaa.com.

3.5 SUBMISSION FORMAT

Subject line of request emails shall be structured showing the date, location and type of work in accordance with Figure 1 below. This format will facilitate quicker response to activity requests.

The requestor shall submit Airside Activity Requests in advance of work being performed in accordance with the following timelines:

Figure 1



- Work being performed on a runway, within a runway strip, or within a runway obstacle limitation surface requires a minimum of five (5) business days' notice.
- Work being performed on the maneuvering area, outside of a runway or taxiway environment requires a minimum five (3) business days' notice.
- Work being performed on a taxiway, within a taxiway strip requires a minimum of three (3) business days' notice.
- Work being performed on a GTAA owned; operated apron requires a minimum three (3) business days' notice.

Airside Activity Requests shall be submitted by the following parties:

- GTAA sponsored projects with a designated Project Manager.
  - Shall be submitted by the Project Manager, Contractor or designate. Submissions by the Contractor or designate are allowed if the Project Manager is aware of the submission requirements ensuring the request is inline with project requirements.
- GTAA sponsored projects/ activities with no designated Project Manager.
  - Activity requests shall be submitted by the GTAA contact or designate.
- Projects/ activities not sponsored by the GTAA.
  - For external contractors that do not have a GTAA PM assigned, the Tenant Coordinator or GTAA liaison work with the contractors to ensure the paperwork is completed properly prior to submission from the contractor.

4 - ACTIVITY NOTICE

This form is provided by the Airside Coordination Specialist to all persons that will be working airside with an approved AS number, including the Closure Owner and anyone piggybacking on the closure and all concerned stakeholders.

The Airside Coordination Specialist completes this form upon project approval and disseminates it by group email to the appropriate stakeholders pertinent to the work to be carried out.

Runways: This form will be distributed to all parties that have been approved under the AS number system, along with copies to the Manager Operations AO, and Airport Duty Manager and all stakeholders concerned. The completed form will clearly identify the owner of the closure, primary contact information, and approved Piggybacking activities.

Taxiways/Aprons: This form will be distributed to all parties that have been approved under the AS number system, along with copies to the Manager Operations AO and Airport Duty Manager. The completed form will clearly identify the owner of the closure, primary contact information, and approved Piggybacking activities.

No activities are to transpire until an Airside Permit number (AS) and an Activity Notice have been issued and the Day-of Process initiated. The only exception to this is for Emergency Closures.

5 - SAFETY MANAGEMENT SYSTEMS AND THREAT/HAZARD IDENTIFICATION AND RISK ASSESSMENT (T/HIRA)

Safety is the state in which the risk of harm to persons or of property damage is reduced to, and maintained at or below, an acceptable level through a continuing process of hazard identification and risk management.

An aviation Safety Management System (SMS) is a proactive process and a mind set for managing safety risks that integrates operations and technical systems with financial and human resource management to achieve safe operations and compliance with the Canadian Aviation Regulations (CARs).

Any safety concerns at the GTAA can be reported by email at report_it@gtaa.com.

Threat/Hazard Risk Identification Assessment (T/HIRA) is a risk assessment facilitated and conducted by the GTAA and used to identify hazards that may occur due to a significant operational or organizational change. The T/HIRA is used to identify

what the risks associated with those hazards would be and what the mitigations would be to reduce the risk to an acceptable level. All airside projects require a T/HIRA prior to carrying out any work.

Further information regarding how to conduct a T/HIRA is located at the following link:
https://prodcs.gta.cloud.opentext.com/i-share/livelink.exe?func=ll&objId=54815364&objAction=browse

6 - PROGRAM PHASES

6.1 PLANNING PHASE

The planning phase takes place twelve to eighteen months prior to the activity taking place, or earlier as practicable. It comprises all activities that will take place over the course of the construction season typically April to October. Stakeholders including GTAA Engineering, Capital Restoration and Projects, Airfield Maintenance, Aviation Compliance and Coordination, along with NAV Canada, and other external stakeholders develop a framework for the 'Active Phase' of construction.

Activities programmed in this phase include but are not limited to the following:

- Capital Construction/Rehabilitation Projects
- Large Scale Maintenance Activities such as surface retexturing; and crack sealing
- Major NAV Canada initiatives
- Major survey work
- Any use of aerial devices that require an unusually high tip height on airside
- Any other airside activity that will require greater than 40 cumulative hours of work
- Installation of new infrastructure not limited to buildings, gates, taxiways and runways
- At the end of the Planning Phase, the plan is presented to the airport community

6.2 ACTIVE PHASE

The Active Phase is the time when the planned activities are executed. Although most of the capital projects are scheduled between April and October, many activities transpire year-round. Any additions or modifications to the planned activities must follow the principles set out in the AAP. Every project plan is reviewed on a weekly and monthly basis during the Construction Coordination Meetings to continuously validate effectiveness.

6.3 SURFACE OPENING

This section is a placeholder for further updates.

7 - WORK FLOWS

All work to be performed airside will be classed as emergency, capital,operational, routine airfield maintenance, or airfield electrical work streams.

7.1 EMERGENCY

- Immediate closure of an airside movement area facility prompted by known or suspected risk to safety and security of aircraft and people, or, regulatory non-compliance that may impact operations;
- Emergency closure to be decided at the discretion of the Manager, Operations AO and applicable subject matter experts;
- If immediate closure of an active movement area surface is required, Nav Canada, or Apron Management Unit (AMU) to be notified first, followed by contacting the IOCC;
- If immediate closure of a non-active movement area surface is required, the IOCC to be notified first for issuance of a NOTAM/VN
- Emergency closures do not necessarily result in immediate repair

7.2 CAPITAL

- Applicable to all Capital projects;
- Schedule to be set and validated four (4) weeks in advance at the Construction Coordination Meeting;
- Capital closure requests require an Activity Request and applicable attachments such as drawings, schedules, and other supporting documentation at least three (3) weeks in advance of the requested closure date; and applicable recall time
- Project Manager is responsible for the overall oversight of the project, including:
  - Awareness of all paperwork submitted regarding their assigned project(s).
  - Compliance with the Airside Activity Program; and
  - Reporting all safety and regulatory incidents to the MO-AO immediately upon discovery, and subsequently to the Manager, Aviation Programs, Compliance & Coordination, and/or Aviation Safety Management Systems group in a timely manner via report_it@gtaa.com
- Contractors to ensure compliance with all requirement in accordance with the Airport Construction Code (ACC) v.7.0 section 5.10.4.2 that states "The use of chlorides is strictly prohibited in Airside Areas."

7.3 OPERATIONAL

Runways, Taxiways and Apron Areas

- An Activity Request requires at least five (5) business days' notice for all runways.
- An Activity Request requires at least three (3) business days' notice for taxiways and apron areas.
- All activity is subject to cancellation due to operational requirements on the given work day(s);
- Manager Operations AO has the authority to modify, amend or cancel any activity notice pertaining to airfield work at any time
- Piggybacking activities will be approved by the Construction Coordinator in consultation with all requestors, commencing with the first received request; and
- Primary closure owner will be determined by the Construction Coordinator based on scope of work and ability to accommodate other activities, and the sequencing of their submission

7.4 ROUTINE AIRFIELD MAINTENANCE

Applicable to the following activities: - non-invasive work on taxiways, aprons, and other areas outside the runway strip (i.e. runway centerline to 150m perpendicular lateral distance);

Airfield Maintenance:

- Airfield Maintenance for grass cutting adjacent to taxiways, aprons, or areas outside the critical portion of the runway strip (i.e. outside the mandatory hold positions);
- Airfield Maintenance for airside line painting activities on taxiways, aprons, and areas outside the runway strip (i.e. runway centerline to 150m perpendicular lateral distance)
- Perimeter fence repairs.
- Grading and repairing work on gravel roads and pulpit/manhole soil.
- Taxiway Edge Reflector repair/replacement.
- Orange edge light marker installation and removal (winter).
- Turf Maintenance.
- Airside road shoulder grading.
- Airfield vegetation control (e.g. Escorting herbicide contractor)
- Ditch maintenance, cutting vegetation/cleaning.
- Tree trimming/removal inside creeks/ditches.

Capital works shall be taken into consideration when planning routine maintenance, such as grass cutting, and needs to be coordinated in advance. For example, arranging all routine maintenance in surrounding areas prior to start of Capital construction to ensure that the areas remain in compliance throughout the project and that safety is not compromised during the Active Phase of construction.

7.5 AIRFIELD ELECTRICAL

- Airfield Electrical Non-Runway Circuit Troubleshooting in areas outside the runway strip
- Preventative maintenance activities outside of the runway strip, provided 24-hour notice is given to the Manager Operations AO of planned work.

All maintenance work must not impact runways. Should any of the exempted non-planned work be in areas that impact a runway, they will be required to follow the AAP protocol for Planned 3 - Ad Hoc closure or obtain approval from Manager Operations AO.

8 - CLOSURE PARAMETERS

8.1 RUNWAY STRIP

All Activity Requests requiring activities to transpire within the runway strip of any runway, as defined for a precision approach runway (CAT I/II/III) (i.e. a perpendicular lateral distance of 150m from the runway centerline, and, 60m from the runway end), regardless of whether it is active or inactive requires the runway to be closed.

Exceptions to this requirement include:

- Aircraft run-ups on an inactive runway;
- Routine Inspections (Runway/Taxiway/Apron);
- Snow Removal Activities; and
- Foreign Object Debris (FOD) Response and/or Wildlife Response Control activities

The critical portion of the runway strip is defined by the area located between the runway centerline and the mandatory hold markings; or, 90m lateral distance from the runway centerline, whichever is greater.

Activities approved within the runway strip from the mandatory hold markings include:

- Grass cutting activities as described in Section 9.5 – Non-Planned Activity section;
- Wildlife Control Activities;
- Emergency repairs to keep the runway in-service as approved by the Manager Operations AO

RUNWAY CLOSURE (DAY)	*REQUIREMENTS*
LISTEN & WATCH	(Not applicable)
PROGRESSIVE	(Not applicable)
SHORT TERM / DAILY CLOSURE	(<72 Hours and surface maybe returned daily). NOTAM Lighted white "X" in TDZ as described in PCO or Activity Notice, following applicable zoning regulations; OR Vehicles with operating beacons accompanying persons on foot AND suitable means to restrict access to the work site on adjoining taxiways. These requirements remain in place for the duration of the closure. **All delineation must be in accordance with TP-312, as amended.**
FULL CLOSURE	(>72 Hours and surface will not be returned until completion) NOTAM Lighted white "X" in TDZ as described in PCO or Activity Notice, following applicable zoning regulations; AND obscured paint markings, extinguished inset lights, suitable means to restrict access to the work site on adjoining taxiways. These requirements remain in place for the duration of the closure. **All delineation must be in accordance with TP-312, as amended.**

RUNWAY CLOSURE (NIGHT)	*REQUIREMENTS*
LISTEN & WATCH	(Not applicable)
PROGRESSIVE	(Not applicable)
SHORT TERM / DAILY CLOSURE	(<72 Hours and surface maybe returned daily). NOTAM Lighted white "X" in TDZ as described in PCO or Activity Notice, following applicable zoning regulations; OR Vehicles with operating beacons accompanying persons on foot AND suitable red lighted means to restrict access to the work site on adjoining taxiways. These requirements remain in place for the duration of the closure. **All delineation must be in accordance with TP-312, as amended.**
FULL CLOSURE	(>72 Hours and surface will not be returned until completion) NOTAM Lighted white "X" in TDZ as described in PCO or Activity Notice, following applicable zoning regulations; AND obscured paint markings, extinguished inset lights, suitablered lighted means to restrict access to the work site on adjoining taxiways. These requirements remain in place for the duration of the closure. **All delineation must be in accordance with TP-312, as amended.**

TAXIWAY CLOSURE (DAY)	*REQUIREMENTS*
LISTEN & WATCH	Voice NOTAM if required and parked vehicle(s) with operational beacon at or beyond 36m from centerline.
PROGRESSIVE	Voice NOTAM if required and easily moveable barriers restricting access to the work site, in the form of: TC54s, Parked vehicle(s) with operational and activated beacons and other suitable means.
SHORT TERM / DAILY CLOSURE	(<72 Hours and surface maybe returned daily). Voice NOTAM if required and barriers restricting access to the worksite for the duration of the closure in the form of: TC54s, Parked vehicle(s) with operational and activated beacons and other suitable means.
FULL CLOSURE	(>72 Hours and surface will not be returned until completion) Voice NOTAM if required and lighted barriers restricting access to the work site, for the duration of the closure in the form of suitable red lighted means, obscured paint markings and extinguished inset lights. **All delineation must be in accordance with TP-312, as amended.**

TAXIWAY CLOSURE (NIGHT)	*REQUIREMENTS*
LISTEN & WATCH	Voice NOTAM if required and parked vehicle(s) with operational beacon at or beyond 36m from centerline.
PROGRESSIVE	Voice NOTAM if required and easily moveable barriers restricting access to the work site, in the form of: Parked vehicle(s) with operational and activated beacons and other suitable means must be lighted.
SHORT TERM / DAILY CLOSURE	(<72 Hours and surface maybe returned daily). Voice NOTAM if required and lighted barriers restricting access to the worksite for the duration of the closure in the form of: Parked vehicle(s) with operational and activated beacons and other suitable means must be lighted. **All delineation must be in accordance with TP-312, as amended.**
FULL CLOSURE	(>72 Hours and surface will not be returned until completion) Voice NOTAM if required and lighted barriers restricting access to the work site, for the duration of the closure in the form of suitable red lighted means, obscured paint markings and extinguished inset lights. **All delineation must be in accordance with TP-312, as amended.**

Precision approach (CAT I, II, or III) operations may continue if:

- Airside Activity Program activities for the area have been cancelled;
- all vehicles, people, equipment, have been removed from the work site;
- excavation piles zone to the applicable obstacle limitation surfaces and do not interfere with electronic navigational aids; and
- all required infrastructure remains to facilitate approved operations (i.e. lights, signs, markings) in accordance with TP 312.

8.2 TAXIWAYS/APRON

For Listen and Watch to be considered on Taxiways or Aprons the following conditions must be met, otherwise a progressive closure will apply:

- Unrestricted movement of Code F and smaller aircraft approved;
- Initial contact must be made with the applicable NAV Canada or GTAA Apron Management Unit (AMU) advising that a Listen and Watch is underway;
- Must be able to immediately alter course to avoid aircraft transiting the area of activity;
- Activities must be non-invasive; and
- If aircraft cannot safely transit the area, Listen and Watch will not be approved, and workers will be recalled.

Should these conditions not be met, a Progressive Closure, Short Term/Daily closure, or Full Closure will be used.
For full taxiway closure delineation requirements, please see **Appendix B – Sample Delineation Drawing**.

9 - DAY OF PROCESS, TIMELINES AND COMMUNICATION

9.1 CLOSURE OWNER

- Contact IOCC at (416) 776-3153 with valid AS number and identify yourself as the 'Closure Owner';
- This call shall take place between 60 and 45 minutes before the closure is to take effect. Any calls received inside 45 minutes will be at the discretion of the Manager Operations, AO as to whether or not the activity will be permitted to transpire. If an activity is denied under these circumstances they will not be subject to the Reset Process (section 9.10) and will have to be reprogrammed in accordance with normal processes;
- IOCC will verify all pertinent details, including contact, and Piggyback information if applicable;
- If an extension is required, at least 30 minutes' notice must be provided, contact IOCC at 416-776-3153 to request an extension. Extensions will only be provided in extenuating circumstances at the discretion of the Manager, Operations – AO; and
- Contact IOCC at (416) 776-3153 no later than 30 minutes prior to the scheduled completion time to request an inspection of the area defined in the Activity Notice
- Closures for large projects such as capital will require a longer inspection and time for any correction. Closure owner to coordinate this with Airside Coordinator in advance.
- Should an ownership change be required please see Section 9.9, "Transfer of Ownership";

9.2 PIGGYBACKER

- Check-in with the IOCC 45 minutes prior to commencing closure with valid AS number and identify yourself as 'Piggyback A, B, C, D, etc.
- Check out with the IOCC 30 minutes prior to vacating the work site

On the day request for 'piggybacking' on a closure:

- 'Piggybacker' to obtain permission from Manager Operations AVS.
- 'Piggybacker' to provide all details to Manager Operations AVS.
- 'Piggybacker' to follow check in and check out procedure as outlined above.

9.3 NOTAM/VOICE NOTAMS

NOTAMs and Voice NOTAMs (VNs) will be issued using the following parameters:

9.4 GENERAL NOTAM/VN RULES

- Nightly NOTAM/VN briefing between Manager, Operations – AVS and NAV Canada has all active NOTAM/VNs for the next day
- NOTAMs/VNs to comply with standards referenced from most current iteration of CNOPs (Canadian Notam Operating Procedures). The latest copies can be found on Nav Canada website.NOTAMs/VNs will not be issued for routine maintenance activities unless the Manager, Operations AO or Construction Coordinator determines one is required at their discretion;
- A copy of all NOTAMs/VNs to be uploaded to respective sharepoint database and its associated AS Permit as documented evidence.

9.5 CLOSURE ACTIVATION

- Thirty (30) minutes prior to scheduled closure / NOTAM/VN activation time, IOCC to contact NAV Canada Tower Supervisor with reminder of closure. Include details such as barricades and crossing points applicable to runway closures, and applicable flagging operations.
- Should no activity occur within the first thirty (30) minutes of scheduled NOTAM/VN closure times, Manager, Operations – AVS may cancel the work and return the surface to NAV Canada, this may not be subject to the Reset Process (section 9.10);
-

9.6 CLOSURE TERMINATION

- Thirty (30) minutes prior to NOTAM expiration Manager, Operations - AVS to confirm expected on-time return of surface with NAV Canada Tower Supervisor;
- Greater than thirty (30) minutes from NOTAM end time - Initiate surface inspection process and return surface to service; - Initiate NOTAM cancellation – IOCC is to communicate to the appropriate NOTAM issuing office (i.e. London FIC or the International NOTAM Office in Ottawa) via telephone and fax with notification that the applicable NOTAM is to be cancelled.

Once the NOTAM cancellation fax has been sent, the IOCC is to immediately advise the applicable Air Traffic Services (ATS) unit via telephone the surface will be ready for operational use.

9.7 PRIOR PERMISSION REQUIRED (PPR) NOTAM

Work that involves activities on the runway surface, within the runway strip, or involves continuous crossing of a runway, are candidates for PPR NOTAM issuance. The usage of the runway for flight operations requires the runway or runway strip to be vacated prior to use, and, an inspection from Airfield Maintenance be completed. This NOTAM type is facilitated by the AO MO as the approval authority, using the following process:

- Nav Canada to contact MO AO, informing them of ad hoc requirement for runway use;
- AO MO to contact closure owner, notifying them of the requirement for ad hoc runway use, and invoking recall time as stated on the Activity Notice and NOTAM;
- AO MO to contact IOCCs and notify of the requirement for a runway inspection;
- IOCC to dispatch Field Maintenance for inspection;
- Field Maintenance notifies Nav Canada Ground Control that inspection complete, men & equipment vacated, and that IOCC will be notified;
- IOCC informs Nav Canada Tower that the surface is returned to Nav Canada for use; and
- Nav Canada Tower to inform AO MO when operation complete and work can resume on closure
- MO AO to notify the Closure Owner when operation complete and work can resume on closure

9.8 PRIOR NOTICE REQUIRED (PNR) NOTAM

Work that impacts a runway for flight operations but does not involve continuous crossing of the runway surface or runway strip (e.g. cranes, construction activity impacting obstacle limitation surfaces), are candidates for PNR type NOTAM issuance. Upon notification of the requirement to use the runway, the obstruction would be required to be removed prior to use which can be directly facilitated via Nav Canada.

- Nav Canada to contact the MO AO and advise that ad hoc runway operations will be required
- Nav Canada to contact closure owner via VHF radio frequency notifying of the requirement of ad hoc runway use
- Closure owner to ensure that all obstructions are removed from the OLS
- Closure owner notifies Nav Canada that they have removed all personnel & equipment from the area in question
- Upon completion of runway operations, Nav Canada will contact the closure owner via VHF radio notifying that they can resume work as per the original Activity Notice

9.9 TRANSFER OF OWNERSHIP

Transfer of ownership will be permitted under the following conditions:

- Closures must be a minimum of eight (8) hours in length and have more than one (1) hour remaining in the scheduled closure period;
- All ownership transfers must be approved by the Manager, Operations – AO.

The following process shall be followed to initiate a transfer:

- Current Closure Owner to call IOCC at 416-776-3153, quoting the AS number, and identify that they will request a

transfer of ownership to another party and provide their applicable contact information;
- IOCC will initiate a call to the party assuming ownership to confirm transfer;
- IOCC will confirm with outgoing owner that ownership has been transferred; and
- New Closure Owner will identify themselves to all remaining Piggyback operations as outlined in the Activity Notice.

9.10 RESET PROCESS

In some cases, where programmed activities cannot be completed due to weather, operational requirements or other factors beyond the control of those requesting to work airside, the work may be cancelled at the discretion of the Manager, Operations AO or ADM. Should work be cancelled, an attempt will be made to reprogram the same work as soon as operations permit. This reprogramming will be at the discretion of the Construction Coordinator and will account for other work that has previously been approved.

9.11 PROGRAM NON-CONFORMANCE

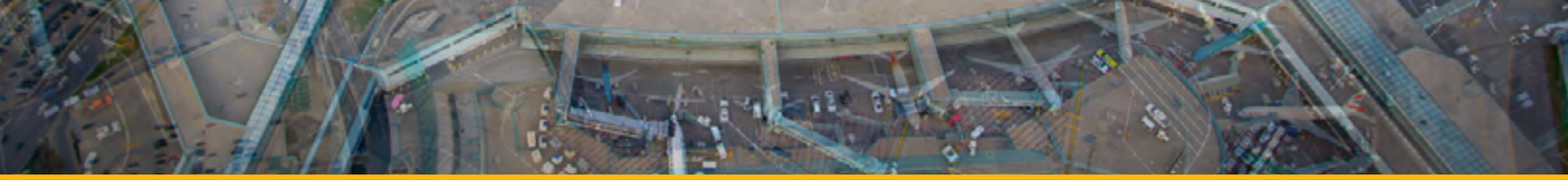
Incidents of program non-conformance are to be reported to the Manager, Operations, AO, Manager, Aviation Programs, Compliance & Coordination, and SMS as applicable.

10 FINAL INSPECTION

A final inspection process is required to ensure that:

- Deadlines for projects nearing completion are communicated to all involved departments. This can be done through any of the following:
  - Weekly Construction Meeting and Construction Map
  - Email Notification to all relevant stakeholders
  - Through Padlet site, which tracks Capital Projects
- Airside Construction Coordinator to assist with arranging site visits for all required stakeholders to complete final inspections
- As part of the final inspection process conducted by GTAA Field Maintenance Supervisor and Technical Inspectors, Airside Construction Coordinators are to perform visual inspection of the site to ensure there are no violations of TP312 Standards, surface safety, or other hazards that may impact return of the surface to operation. Some examples of violations may include, but not limited to:
  - Unsafe or incorrect paint markings
  - Unsafe or incorrect surface lighting
  - Unsafe or incorrect obstacle clearance, etc.
    - All unsafe conditions to be reported to relevant departments to determine further plan of action for mitigation.
  - Ensure Passenger Boarding Bridge is inside the circle, as applicable
- Return to Service Form that covers the scope of Pavement, Visual Aids, Lights, Paint, and Airfield Maintenance will be completed by Airside Coodrination Specialist, and relevant parties (ie. Quality Assurance Consultant, Technical Inspector).
- Sample form (right) is available for reference upon request.

Airside Phasing Check List	
Item	Comments if applicable
Safety	
FOD	
Obstacle protection - Laydown materials - Fence is installed according to approval - Equipment placing	
Housekeeping	
Bridge placement within circle limits	
Vehicle flow	
Emergency Egress routes reviewed	
Jet blast analysis	
Controls	
Prepare Deficiency list to compare with PM's deficiency list for oversight	
Are previous deficiencies completed	
Regulatory Compliance	
Signage	
Markings	
Lights	
Communication	
Internal Stakeholders	
External Stakeholders	
Aeronautical Publications	
Maintenance	
NOTE* Field Maintenance, Field Electric & Mechanical	Well take responsibility regarding their own discipline for SOP Inspection and Acceptance



11 - OVERSIGHT ACTIVITY AND COMMUNICATION

Construction Coordination Meetings will be held weekly on Wednesdays during the primary season or Active Phase (April to October) and bi-weekly during the winter and will consist of the following items as applicable:

- Status report on active projects
- Review reported program non-conformance issues;
- Review all predefined runway closure activity;
- Review plan for the following week; and
- Review plan for the following month;
- An informal list of anticipated activities to be provided to assist stakeholders with near future planning.
- Meeting to be recorded using Microsoft Teams, or attendance taken and logged on the minutes distribution email

12 - TRACKING

12.1 MAXIMO (RMAX)

All approved Activity Requests and/or Activity Notices will be assigned an AS number and details will be placed in Maximo RMAX. RMAX lists all activities in numerical order and are assigned in sequence. Activities are further categorized by CRP (Crane Permit) or AS (Airside Permit) numbers. Permit may have different states, ie. Approved, Delayed, In Progress etc. Master schedule is automatically generated and distributed to IOCC and other parties requiring visibility of the schedule.

Reports can be generated using various filters. Data contained within RMAX, includes the following:

- Permit number;
- Title, Location, Workzone
- Work Details
- Reviewer, Operational Impact, and Approver
- Recall details, Closure Type, and Work Type
- Contact information for Requestor, Site Supervisor, and Project Manager
- Schedule and dates (detailed schedule included in Work Details).

Further information is selected by approver, such as NOTAM requirements and piggybacker information.

Select departments and roles have access to RMAX to review the permits, however no changes are permitted unless authorized by Airside Coordinator Specialist, or AO-Manager of Operations.

To secure information in final state, only the issued permit with a date stamp in title is valid for reference. This Activity Notice is distributed when an update occurs by Airside Coordination Specialist. Any deviation from this state by AO-MO must be referenced by an email that includes the entire distribution list used during the initial release of the permit.

12.2 WEEKLY AIRSIDE ACTIVITY MAP

The Construction Coordinator will create and publish the Airside Activity Map on a weekly basis every Wednesday.

This map is to be uploaded to the SharePoint folder “Construction Maps” under the appropriate year and month, and a link shall be emailed to the following distribution:

- Manager, Operations AO
- Manager, Operations Planning & Support AO;
- Manager, Airside & Infrastructure Engineering;
- Manager, Capital Restoration & Projects;
- GTAA Project Managers;
- Operational Communications Specialists;
- Aviation Safety Officers;

- Apron Management Unit;
- Resource Management Unit;
- Aviation Programs;
- Airfield Electrical;
- Technical Inspectors;
- Airfield Supervisors;
- Apron Supervisors; and
- Nav Canada UOS
- Other contacts as requested

12.3 TRAINING AND THE LEARNING MANAGEMENT SYSTEM (LMS)

All GTAA personnel who require access to any airside areas, for construction or project purpose, will have to complete the mandatory AAP course offered in the Learning Management System (LMS). Non-GTAA personnel shall complete the offline course materials provided by email to them upon request and confirm they have read the AAP by signing the associated course completion record and send it back to the constrc@gtaa.com.

Annual seminars to be provided at the beginning of each calendar year to encourage knowledge currency and recency. Attendance and completion records to be logged annually in ConstructionUpd Coordination Sharepoint portal.

In addition, group training can be provided by Airside Coordination specialist on request.

13 - ROLES AND RESPONSIBILITIES

13.1 MANAGER, AVIATION PROGRAMS, COMPLIANCE & COORDINATION

Develop, review and maintain the Airside Activity Program

PLANNING PHASE	ACTIVE PHASE
• Participate in all planning sessions and provide oversight to ensure minimal operational impact. • Organise the Annual Construction Plan briefing in March for all stakeholders prior to the active phase and organise a debrief at the end of each season	• Provide input regarding changes to the planned work; • Follow-up on reported program non-conformance by appropriate means as necessary; • Liaise with stakeholders regarding delays or major changes to the plan; and • Ensure Aviation Specialists monitor sites for compliance and complete return to service inspections prior to project completion

13.2 AIRSIDE COORDINATION SPECIALIST

PLANNING PHASE	ACTIVE PHASE
• Attend all meetings regarding pre-planning • Receive planned work from Capital Restoration, Facilities Maintenance and Engineering; • Provide input with respect to applicable standards for Capital Engineering projects, starting at the 50% to 90% proposal on a project by project basis by email. • Coordinate all activities that will transpire on airside including routine maintenance and all capital projects. • Determine operational impact with respect to specific closure requirements • Prepare preliminary sequence of activities; and • Advise the Capital Restoration department in the development of the Plan of Construction Operations (PCO) for submission to Transport Canada by the Manager, Aviation Regulatory Programs; • Provide preliminary information to outside stakeholders	• Process Activity Requests minimising operational impact; • Determine and assign closure ownership for non-capital projects; • Prioritize and submit 'Piggyback' requests to Capital Project Managers for review; • Create NOTAM's and Voice NOTAM's for issuance by IOCC to NAV Canada Flight Service Station, International NOTAM Office, or Toronto Control Tower as applicable; • Liaise with NAV Canada to maintain aircraft flows assess operational impact of proposed activity request; • Liaise with the Apron Management Unit (AMU) to minimize operational impact of airside activities on apron operations; • Liaise with the Resource Management Unit (RMU) for any gate closures as required and to mitigate any adverse impact to operations as much as possible. • Create and maintain approved Activity Notices within the online Activity Whiteboard; • Complete and disseminate Activity Notices based on approved requests • Follow up with contacts that fail to check in with IOCC for scheduled work, and discuss with applicable Project Managers; • Compile anomalies/program non-conformance list for discussion at Construction Coordination Meeting; • Chair the Construction Coordination Meeting; • Create and distribute the airside activity map. • Communicate changes to the overall construction plan in a timely manner • Performing quarterly Quality Assurance inspections in accordance with the Performance Monitoring Matrix and Quality Checklist

13. 3 AVIATION REGULATORY PROGRAMS SPECIALIST

PLANNING PHASE	ACTIVE PHASE
• Ensure all plans comply with applicable standards (TP312, Canadian Aviation Regulations)	• Inspect project areas prior to return to service to ensure compliance with TP312 and report non-compliances to GTAA Project Manager for rectification; • Report any non-compliance issues to the Manager Operations, AVS immediately upon discovery during daily inspection activities

13.4 NAV CANADA

PLANNING PHASE	ACTIVE PHASE
• Attend all meetings regarding pre-planning. • Provide input on airfield operational limitations on a project-by-project basis; and	• Participate in daily NOTAM/Voice NOTAM briefing with Manager, Operations AVS at 0700 hours local time. • Attend weekly Construction Coordination Meetings and provide input with respect to aircraft flows, perceived runway impact; • Communicate any challenges with respect to the Airside Activity Program to the Manager, Operations AVS on the day-of, or, the Manager, Aviation Programs, Compliance & Coordination for non-day-of issues; • Communicate requested changes to the Construction Coordinator for non-day-of programmed activities

13.5 AIRPORT OPERATIONS CONTROL SPECIALISTS

PLANNING PHASE	ACTIVE PHASE
Not applicable	• Create and monitor all airside activities using Perspective; • Monitor Activity Whiteboard; • Receive calls from all contacts checking in and out for airside work; • Follow up with Manager, Operations AVS regarding those that fail to follow AirsideActivity Program processes. • Verify NOTAM's/Voice NOTAMs for accuracy prior to issuance; • Issue, cancel or revise all NOTAM's/Voice NOTAM's as required; • Verify NOTAM's/Voice NOTAMs for accuracy once issued; • Report program non-conformance to the Manager Operations, AVS and Airport Duty Manager; • Dispatch Airfield Maintenance for surface inspections, and/or site checks as required; and • Liaise with Nav Canada Control Tower as required

13.6 AIRFIELD MAINTENANCE

PLANNING PHASE	ACTIVE PHASE
• Once Airfield Maintenance has made a full assessment in the spring of maintenance work that will be required to be carried out during the summer; Airfield Maintenance will communicate the anticipated work to the Construction Coordinator. Providing a list of projects requiring a closure period totaling more than 40 cumulative closure hours throughout the Active Phase.	• Submit completed Activity Requests and Activity Notices • Populate the Activity Whiteboard as applicable, and; • Assist in the setup and teardown of sites as required to ensure compliance with closure requirements; • Complete surface inspections, and/or site checks upon request; • Advise Manager, Operations AVS of any safety or non-compliance issues in a timely manner

13.7 AIRFIELD ELECTRICAL

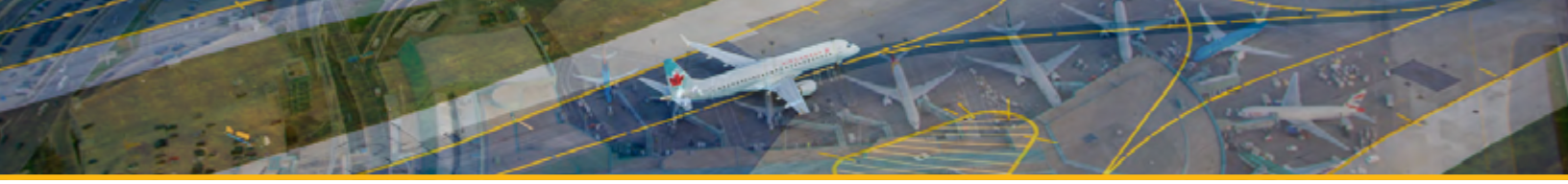
PLANNING PHASE	ACTIVE PHASE
• Airfield Electrical will provide the Construction Coordinator with a list of projects requiring a closure period totaling more than 40 cumulative closure hours throughout the Active Phase	• Identify items for preventative maintenance activities and provide 24-hour notice to the Manager Operations AVS of planned work outside of the runway strip. • Advise Manager, Operations AVS of any safety or non-compliance issues in a timely manner. • All work within the Runway Strip must follow the ad-hoc or planned closure processes.

13.8 AVIATION SAFETY OFFICER (ASO)

PLANNING PHASE	ACTIVE PHASE
Not applicable	• Complete and document checks once per shift, as per Standard Operating Procedure SS_ASO-020, on projects for runway and taxiways to ensure compliance with PCO and applicable standards (i.e. TP312 – Aerodrome Standards & Recommended Practices). • Completes ad hoc checks on airfield as requested.

13.9 MANAGER APRON MANAGEMENT UNIT (AMU)

PLANNING PHASE	ACTIVE PHASE
• Advise on procedures to mitigate any perceived operational impact to airfield flows during planned projects.	• Liaise with the Construction Coordinator to minimize operational impact of airside activities on apron operations; • Liaise with Nav Canada to maintain aircraft flows as per the plan developed in the Planning Phase.



13.10 MANAGER, OPERATIONS AO AND MANAGER, OPERATIONS PLANNING AND SUPPORT AO

PLANNING PHASE	ACTIVE PHASE
• Provide support to Construction Coordinator regarding proposed plan.	• Participate in daily NOTAM/Voice NOTAM briefing with Nav Canada (Insert time of day) • Brief operational Managers on current construction program activities; • Attend weekly Construction Coordination Meetings to provide input regarding airfield resources and aircraft movement; • Provide support to Airside Activity Program as required, including reporting of anomalies/non-conformance to the program to the Construction Coordinator, and Manager, Aviation Programs, Compliance & Coordination; and • Approve/deny emergency closure requests, including requests to conduct activities within the non-critical portion of the runway strip (i.e. between the mandatory hold positions and 150m); • Approve/deny day-of extension requests for programmed activities; • Approve/deny day-of requests for addendums to programmed activities with an existing AS #

13.11 CAPITAL RESTORATION /ENGINEERING/PROJECT MANAGERS OFFICE

PLANNING PHASE	ACTIVE PHASE
• Provide the Construction Coordinator with a list of proposed capital projects and all activities affecting the airside with their applicable durations for the upcoming construction season - 'Active Phase'; • Provide a completed Level 1 or Level 2 T/HIRA as part of the Activity Request Package for all capital projects. • Project Managers will endeavor to plan all projects with minimal impact to the operation. • Request the input of the Construction Coordinator and Aviation Specialists when each project reaches 50%, 90% and 100% design. • Process by which information exchange shall occur is contained in SOP ENG 001. • Review and submit PCOs - Plan of Construction Operations ensuring that established timelines are met for that specific project;	• Attend weekly Construction Coordination Meetings to provide status updates with respect to airside projects, and validate future plans; • Submit Activity Requests, Plans of Construction Operations (PCOs), Crane Permit Requests and closure area maps ensuring that established timelines are met as described in Section 10; • Provide regular updates regarding project timelines; and • Follow up with contractors regarding non-compliance/safety issues as they arise; and • Consider and review Piggyback requests as applicable • Project Manager to ensure all contractors have had training with regards to the AAP either via Learning Management System (LMS) or documented paper assessment. • Project Manager to ensure all contractors have properly completed any required paperwork conforming to the Toronto Pearson AAP prior to submission of any request.

13.11 CAPITAL RESTORATION /ENGINEERING/PROJECT MANAGERS OFFICE *(cont'd)*

PLANNING PHASE	ACTIVE PHASE
• Provide information regarding specific parameters related to each project i.e. phasing, work area limits, requested time periods, flagging operations and closure type required. • Provide input regarding contractor availability (day vs. night, resourcing, hours of work, etc.); and • Attend all meetings regarding pre-planning	

13.12 SPECIAL EVENTS COORDINATOR

PLANNING PHASE	ACTIVE PHASE
• Provide the Construction Coordinator with a list of proposed long range special events and activities affecting the airside with their applicable durations for the upcoming year in March	• Complete T/HIRA prior to submitting any Activity Requests • Submit Activity Requests pertaining to upcoming airside events • Arrange meetings with the construction coordinator as required to determine any imacts to operations due to special events.

13.13 CLOSURE OWNER OF AN ACTIVITY

PLANNING PHASE	ACTIVE PHASE
Not applicable	• Confirm closure ownership and discuss any potential conflicts with Construction Coordinator; • Follow all 'Day of Processes' as defined in this document; • If required, change ownership as per Transfer of Ownership section of this document; and • Contact IOCC for inspection or extension request 30 minutes prior to scheduled work completion

13.14 RESOURCE MANAGEMENT UNIT (RMU)

PLANNING PHASE	ACTIVE PHASE
Not applicable	• Approve and confirm by email closure requests for terminal gate areas for non- RMAX coordinated work. • "All stakeholders to check Activity Whiteboard for updates daily".

14 - AIRSIDE FLAGGING OPERATIONS

14.1 RESPONSIBILITIES

14.1.1 Employer Responsibility

The employer of the flagger is ultimately responsible for the safety of the employee. The airside is an environment which has many hazards to employees and equipment, so it is important the employer use trained traffic control persons for airside flagging operations.

Employees have the right to know of dangers or hazards which exist in any workplace. This is no different for airside flagging operations. Employees must know that dangers exist, and they must be aware of their actions. The employee is also responsible for the safety of the crew working in the construction zone when it comes to the movement of traffic within the working zone.

14.1.2 GTAA Responsibilities

AIRSIDE COORDINATION

The aviation coordination team is responsible for ensuring the airside flagging procedure is clear, concise and logical for all parties involved. It is also required to keep stakeholders informed of any changes to the document while maintaining and updating the document.

MANAGER OPERATIONS, AVIATION SERVICES

The GTAA manager of operations for airside activities has daily oversight of all airside operations, this includes any flagging activity. The MO-AO has the overall say for the day-of operation and has the authority to issue a stop work if they deem necessary.

AIRSIDE SAFETY OFFICER

Reporting to the MO-AO, Airside Safety Officers (ASO) are required to conduct daily site visits of any airside flagging operations. The ASOs have the ability to issue infractions to the flagging operation employees if any directives are being broken.

14.1.3 Flagger Qualifications

It is imperative that all traffic control persons are qualified to conduct their required duties to ensure a safe working environment for every party involved. It is the responsibility of the employer to ensure the employee is trained on all procedures and how to conduct themselves in emergency situations. In addition, the traffic control persons must:

- Be able to work the entirety of their scheduled shift
- Have good hearing
- Have good vision
- Be able to adapt to an always changing environment
- Be able to foresee potential hazards and mitigate risks
- Valid RAIC
- Valid DA AVOP for any flagger required to drive on the apron area
- Valid D AVOP for any flagger required to drive on the maneuvering area

14.2 REQUIREMENTS

14.2.1 Training

All flagging personnel shall be trained in accordance with the GTAA Airside activity Program and the GTAA Building Code. Training shall be conducted by the employer of the flagging personnel. Proof of training must be presented to any GTAA representative at any time.

14.2.2 Work Area Flagging Set-Up

HAZARD SIGNS

During all flagging operations, simple or complex, warning signs must be erected to warn motorists for the need to exercise extra caution. The most commonly used sign is the "Flagperson Ahead" sign which indicates to drivers they must be prepared to obey their signal. A construction zone ahead sign could also be used to notify motorists of the need to exercise cautions.

These signs must be stationed in areas where they are obvious to oncoming motorists. If certain signs are not required, they must be covered so as to not confuse motorists. If permanent speed signs are in the area, they must also be covered, and temporary speed signs put in their place to convey the temporary speed limit. Speed shall be limited to 40 km/h in all construction sites.

Signs must be affixed to the ground, so they do not move in the wind. Signs must be inspected on a regular basis to ensure they have not been damaged or have been removed.

NIGHT/LOW VISIBILITY

During night time or low visibility operations, signs must be retro-reflective and or illuminated.

VEHICLE REQUIREMENTS

All vehicles involved in airside flagging must be approved to be airside by the GTAA and must adhere to all requirements as stated in the Airport Traffic Directives. This includes a vehicle in sound, working condition, a rotating amber beacon, proof of all required insurance and GTAA airside sticker.

If the flagging is being conducted on the movement area, vehicle call signs are required by all flagging vehicles. Call signs can be obtained through the Manager, Aviation Operational and Training Programs, Aviation Program and Compliance. Contact the AVOP office to obtain a call sign application form.

VEHICLE MARKINGS

All vehicles involved in flagging procedures must have a GTAA approved flagging operations sign affixed to the outside of their vehicle. These flags must be supplied by the employer and always visible during flagging operations. Refer to **Appendix B**.

FLAGGER LOCATION

The person responsible for the flagging operation must be positioned following the signs in a highly visible location. The employee must not be in a vehicle or behind an obstacle; they must be visual to motorists, other flagging personnel, and have a clear visual on the work within their construction area.

The flagger should stand no further than 50 meters in front of the work crew. With close proximity to aircraft and other operations, any further distance could impede on flight safety.

If a complex flagging operation is required, all flaggers must have a clear line of site to the other traffic control persons or have a reliable form of communication such as a two-way radio to inform the other flaggers of their intentions with vehicular traffic.

EQUIPMENT FOR FLAGGERS

In accordance with section 4.9 of the Airport Traffic Directives, all flaggers are required to wear forms of personal protective equipment (PPE). All persons working airside are required to wear high visibility garments such as a safety vest or other clothing that conforms to the latest Class 2 version of one of the following standards: CSA Z96 or ANSI/ISEA 107 or EN471.

In addition to the above requirement, flaggers may also be required to wear additional PPE depending on the work site. In accordance with section 7.6.5 of the Airport Construction Code, it is up to the contractor to establish and implement a procedure to identify required PPE while also determining its use and training requirements.

NIGHT/LOW VISIBILITY

All the above PPE is required during night time hours or low visibility conditions with the addition of illuminated wands to signal motorists. All signs must be retro-reflective in order to conduct night time flagging operations.

Flagging stations must also be illuminated to warn oncoming motorists of the operation ahead.

FOREIGN OBJECT DEBRIS

It is the responsibility of every person airside to ensure they clean up foreign object debris (FOD). Any FOD created as a result of airside construction must be collected immediately. This includes dust which could be a result from construction work; it is understood that the contractors will mitigate the risk of dust or contain the dust to the work area. Road Salt shall never be used Airside as it may create FOD and has corrosive effects on aircraft and equipment.

All flagging personnel are required to maintain an environment safe from FOD. If they spot debris which is too large to pick up themselves, a call must be placed to Airport Operations Control at 416-776-3055.

If FOD is spotted on any of the maneuvering areas, a call must be placed to the appropriate air traffic service provider so they can divert traffic around the affected area until the FOD is removed.

14.2.3 Establishing Flagging Personnel

121.650 North Ground	119.100 Central Ground	119.100 South Ground	118.35 South Tower	122.075 South Tower
118.70 North Tower	122.275 North Apron	122.075 South Apron		

Prior to commencing any flagging operation within the movement area, the on-site contact must establish the flagging operation with the appropriate air traffic service provider. They must inform the air traffic service provider of the location of flagging, the duration of the operation, the associated vehicles with the flagging and all call signs of those vehicles. The on-site contact must contact the air traffic service provider via VHF radio and monitor the following frequencies:

Flagging personnel located on an airside project are to remain within the direct confines of the closed surface at all times to ensure no impact to adjacent taxi clearances. Please reference **Appendix C - Air Traffic Service Provider Areas**.

14.2.4 Proper Flagging Procedure

To ensure safety and efficiency while flagging, the following are key factors to a successful operation.

Ensure a clear line of site with traffic at all times.

- Never wave STOP/GO signs; always use the free hand not holding the sign to motion to motorists.
- Never turn your back on oncoming traffic.
- Never stand directly in front of traffic; stand off to the side even if the vehicle is slowing down.
- Use consistent and uniform signals at all times; ensure the other flagging personnel are using the same signals and communication is always maintained.

14.2.5 Slowing Down Traffic

1. Stand in a safe area, such as the shoulder, while facing oncoming vehicles.
2. Hold the 'SLOW' sign so drivers can easily see the sign. Ensure the sign is over the lane of the oncoming traffic.
3. Look directly at the driver of the vehicle.

14.2.6 Stopping Traffic

1. Stand in a safe area, such as the shoulder, while facing oncoming vehicles.
2. Hold the 'STOP' sign so drivers can easily see the sign. Ensure the sign is over the lane of the oncoming traffic.
3. Look directly at the driver of the vehicle.
4. Point to the location where you wish to have the vehicle stop.
5. Once the vehicle has come to a complete stop, stand in front of the vehicle while still facing the sign at the driver. Ensure you are not in the opposing lane.

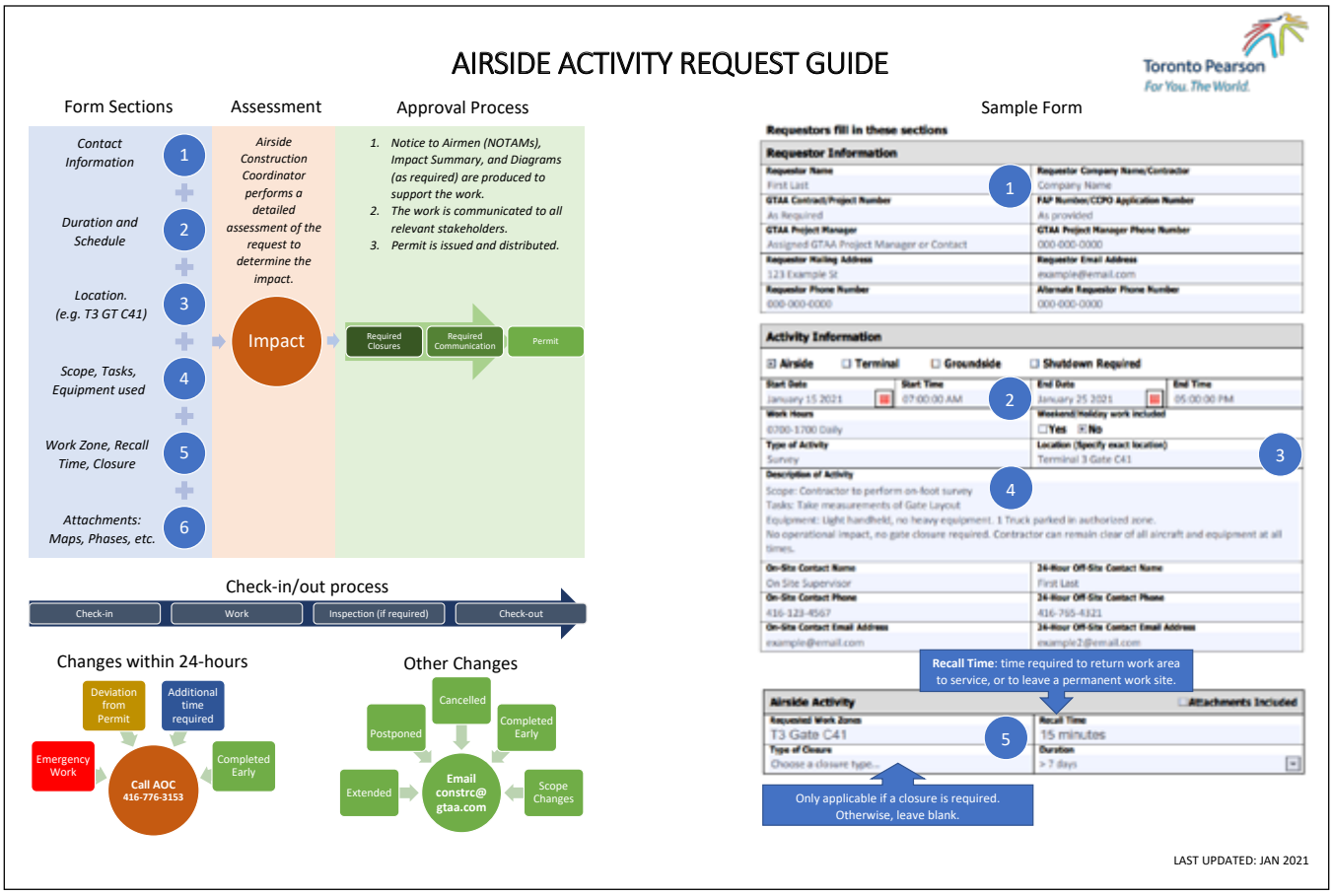
14.2.7 Releasing Traffic

1. Move to the shoulder of the road to the established safe area, ensuring eye contact is made with the driver. Do not remove the 'STOP' sign.
2. Once at the shoulder, turn the sign to show the 'SLOW' sign, motion to the driver to proceed.
3. Once all vehicles have passed, walk into the lane to signal to the other flagperson (if applicable) that all traffic has cleared.

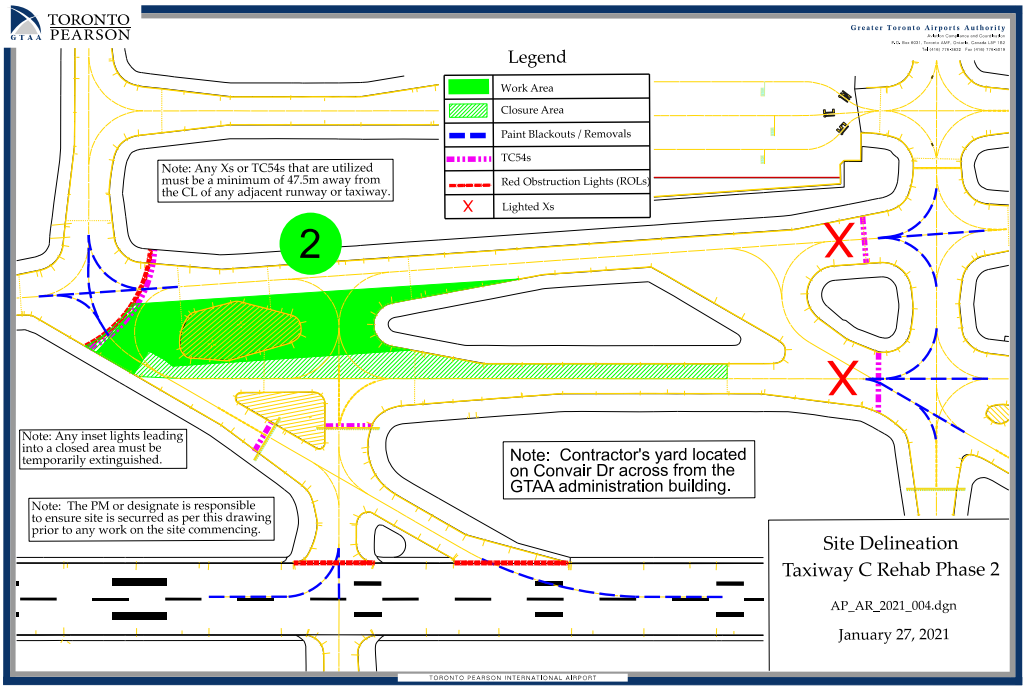
14.3 FAILURE TO COMPLY

Any persons who fails to comply with directions given by flagging personnel are subject to the penalties as defined in section 3 of the Airport Traffic Directives-AVOP Requirements and Administration.

APPENDIX A – AIRSIDE ACTIVITY REQUEST GUIDE



APPENDIX B – SAMPLE DELINEATION DRAWING



APPENDIX C - AIR TRAFFIC SERVICE PROVIDER AREAS