SURFACE CLOSURE & OPENING: STANDARD OPERATING PROCEDURE (SOP)

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Toronto Pearson

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Document Control

Version History

Version	Date	Description of Changes	Authored by	Reviewed by
0.9	23 April 2025	Draft report	N. Findling A. Méndez A. Kochovski	J. Walther
0.9.1	02 June 2025	Draft report incorporating comments from GTAA	N. Findling A. Méndez	J. Walther
1.0	01 July 2025	Final report	A. Méndez	
2.0	December 10, 2025	Description of changes added to the "Version History". Footer: "Aviation Services" updated to "Airside Coordination". "Conventions" removed. Updated "Purpose and Scope". Removed "Connection to Other Documents", "Relevant Regulations and Guidelines", and "Roles and Responsibilities". Section 2 entirely updated. Mentions to "Construction Coordinator" updated to "Specialist, Airside Coordination". Annex A: Flowcharts updated.	Mariana Alves Correa	Nick Matveev

Revision and Approval Control of Last Version

Task	Responsible	Position	Date
Preparation	Mariana Alves Correa	Specialist, Airside Coordination	December 10, 2025
Revision	Nick Matveev	Manager, Operations Delivery/Airside Coordination	December 11, 2025
Approval	Nick Matveev	Manager, Operations Delivery/Airside Coordination	December 11, 2025

Reference Documents

Title	Author	Date

Table of Contents

1. Purpose and Scope

This document establishes the operational guidelines for the delineation and marking of temporary closed areas during construction works impacting the maneuvering area (runways and taxiways) at Toronto Pearson International Airport. Its primary purpose is to provide clear, standardized guidance for the safe and efficient delineation of airside closures, ensuring that construction activities are conducted with minimal disruption to airport operations while maintaining the highest standards of safety and operational integrity.

The scope of this document encompasses the procedural steps to be carried out by the involved stakeholders throughout the different phases of the closure, as well as the step-by-step processes to be followed within each phase, considering the estimated duration and location of the closure. Therefore, it is designed to assist stakeholders—including closure owners, operational personnel, and coordinating entities—in executing their responsibilities effectively during construction projects.

This Standard Operating Procedure (SOP) applies exclusively to construction-related closures within the maneuvering area, addressing planned scenarios. It does not cover routine maintenance activities, wildlife control, or other non-construction operations unless explicitly linked to construction works.

2. Airside Surface Closure Management

2.1. Overview

The following surface closure protocol establishes standardized procedures for the safe and efficient closure and reopening of operational surfaces within the airfield environment. This comprehensive framework applies long-term and short-term closure scenarios, ensuring consistent implementation across all stakeholder groups. Both closure types follow the same activation and termination phases with critical checkpoints, compliance verifications, and contingency measures to mitigate operational risks. All personnel involved in airside closures must adhere to these procedures to ensure regulatory compliance and maintain the highest standards of aviation safety.

Prerequisites for the active phase:

- Developed Plan of Construction Operation (PCO) in consultation of applicable stakeholders.
- Approval of the Airside Activity Request by an Airside Permit distributed to the requestor and applicable operational parties.
- Completion of a Threat/Hazard Risk Identification Assessment (T/HIRA)1 prior to carrying out work, if applicable.

Works rescheduling:

In case programmed activities cannot be completed (weather, operational requirements, etc.), the work may be cancelled at the discretion of the Manager Operations, Airside Ground Operations (MOAG) or Airport Duty Manager (ADM). Should work be cancelled, the Specialist, Airside Coordination will attempt to reprogram the same work as soon as operations permit, considering also the work that has previously been approved.

2.2. Surface Closure and Opening Procedures

This section outlines the step-by-step process for the instatement of runway and taxiway closures to support worksite mobilization and subsequent demobilization required to return the surface to operations. For clarity, “NOTAM Activation” refers to the start time approved in the Airside Permit, which governs the official commencement of the closure period.

2.2.1. Surface Closure Procedure

The active phase of a surface closure considered capital orchestrates the comprehensive process of closing airport surfaces for construction. It is the formal handover from ATC / Airport

[1] A Threat/Hazard Risk Identification Assessment is a risk assessment conducted by the GTAA in order to identify hazards that may occur due to a significant operational or organizational change, as well as the risks associated with those hazards and the proposed mitigations to reduce the risk to an acceptable level.

Operations to the Closure Owner. This phase includes the following activities, structured in sub-phases with a step-by-step guided procedure (see also the corresponding flowchart in Annex A):

Pre-Activation – Days Prior to the Activity

1. The process begins with an approved Airside Permit.
2. Airside Coordination conducts an Airside Permit review with applicable stakeholders, such as contractor, PM team, Airfield Maintenance, Airfield Electrical, GTAA Security, Nav Canada, Contract Administrator, Escort company, etc.
3. Closure Owner confirms resources allocated and work may proceed; if not, construction work is rescheduled.

60 Minutes Prior to Activation

1. Contractor checks-in with AOC
2. AOC calls NAV Canada Tower Supervisor to confirm details of closure and advise of the NOTAM activation

30 Minutes Prior to Activation

1. Escort vehicles escort Contractor/Closure Owner to the Construction Site Limits or staging location, as agreed in the Permit Review meeting. Resources must be staged and positioned as per previous agreement. The Specialist, Airside Coordination will meet the Contractor/Closure Owner at this location.
2. Specialist, Airside Coordination asks the Contractor to identify the vehicle carrying the delineation means. Upon agreement, this vehicle will follow Airside Coordination's vehicle for the site setup stage.

NOTAM Activation

1. At the exact start time of the surface closure, escort calls up NAV Canada Tower on radio on appropriate frequency.
2. NAV Canada Tower confirms closure and clearance to enter the requested surface for construction site setup.

After Activation

1. Escort vehicles secure all entry points of the construction site as directed by the Specialist, Airside Coordination.
2. Specialist, Airside Coordination coordinates delineation setup with Contractor and/or Airfield Maintenance, as applicable.
    a. Usually, the contractor's vehicle carrying the delineation means follows the Airside Coordination vehicle and set them up as indicated, as agreed before accessing the surface.

b. The Specialist, Airside Coordination informs Contractor and escorting vehicles the areas the contractor is approved to access while the delineation is being setup. In complex areas, it might be possible that this approval only comes after all the delineation is setup.

c. In coordination with escorting company supervisor, escorting vehicles are also positioned along with the barriers, as directed by the Specialist, Airside Coordination.

3. Specialist, Airside Coordination inspects site for delineation compliance and safety.
    a. Site setup checklist must be used to support the inspection.
    b. If delineation is compliant, work may commence.
    c. If delineation is not compliant:
        i. When short-term compliance is achievable, Contractor corrects site delineation and work may commence after the correction.
        ii. When short-term compliance is not achievable, Specialist, Airside Coordinator consults Manager, Operations Delivery Airside Coordination and Aviation Regulatory Programs team, if required, to decide on work cancellation
            1. If cancellation is decided, Specialist, Airside Coordination informs the MO-AG and construction work is rescheduled
            2. If another decision has been taken, such as changes in the work site, delineation means, any other adaptations, Specialist, Airside Coordination informs MO-AG, sends an updated Airside Permit as soon as possible, and work may commence.

2.2.2. Surface Opening Procedure

The opening phase of an airport surface closure refers to the methodical return of these surfaces to operational status following major construction completion. This phase includes the following activities, structured in sub-phases with a step-by-step guided procedure (see also the corresponding flowchart in Annex A):

> 24 hours Prior to NOTAM Expiration

1. Confirmation of the return date as stipulated in the Airside Permit.
    a. If delays are expected, Specialist, Airside Coordination informs all parties through an updated Airside Permit.
2. Project Manager notifies Engineering, Aviation Regulatory Programs & Airside Coordination teams about the need to inspect the surface for compliance.
    a. The compliance inspection and can take place as soon as the work is completed or by sections, at Regulatory Programs team's discretion.

< 24 hours Prior to NOTAM Expiration

1. Applicable stakeholders conduct the inspections and notify Airside Coordination and Project Manager:
    a. If surface is compliant, process continues, no changes are expected
    b. If surface is not compliant:
        i. Specialist, Airside Coordination coordinates correction to compliance
        ii. If correction of non-compliance can be made before NOTAM expiration, Contractor corrects non-compliance
        iii. If non-compliance cannot be corrected before NOTAM expiration:
            1. A decision will be made in collaboration with Aviation Regulatory Programs, Engineering (if applicable), and Project Management teams, either to schedule the correction work to another day and return the surface to operation, or to maintain the surface closed until the correction can be made.
                a. When the correction is rescheduled to another day, the process for returning the surface continues.
                b. When the surface closure is extended, the process ends in this sub-phase and starts over when a new return date is set.
            2. AOC/MOAG action NOTAM amendments and inform NAV Canada Tower Supervisor.
            3. Specialist, Airside Coordination sends an updated Airside Permit as soon as possible.
            4. Contractor corrects the non-compliance
        iv. The process stops here and restarts if a time extension of the closure occurs.

>60 Minutes Prior to NOTAM Expiration

1. Specialist, Airside Coordination coordinates removal of delineation (barriers and lights)
2. Contractor removes delineation
    a. If lighted Xs are in place, Airfield Maintenance removes them, as directed by Airside Coordination team.
3. Delineation is removed however escort vehicles must remain in place until the technical inspector requests all parties to vacate the surface.

Between 60 and 30 Minutes Prior to NOTAM Expiration

1. Contractor calls AOC and requests a final inspection of the surface for the return to operations.
2. AOC informs NAV Canada Tower supervisor of planned on-time return of surface.

3. AOC contacts Airfield Maintenance Supervisor for final inspection

<30 Minutes Prior to NOTAM Expiration

1. Airfield Maintenance Supervisor or Technical Inspector performs the inspection
    a. If surface is suitable to return to operations, Airfield Maintenance Supervisor or Technical Inspector requests all parties to vacate the surface and informs AOC of work completion
    b. If surface is not suitable to return to operations, Airfield Maintenance Supervisor or Technical Inspector requests Contractor for correction and informs AOC.
    c. Contractor performs correction.
2. AOC receives inspection information from Airfield Maintenance Supervisor or Technical Inspector
    a. If the surface is suitable to return to operations or it will be suitable prior to the NOTAM expiration, AOC either cancels NOTAM or allows it to expire.
    b. If the surface is not suitable to return to operations, and contractor cannot correct it prior to NOTAM expiration, AOC consults with MOAG to evaluate the need to amend the NOTAM's end time and action it accordingly as required. MOAG will be in communication with Airside Coordination.
        i. If closure extension exceeds 6 hours, contractor and/or Airfield Maintenance put delineation back in place. Process restarts from ">60 Minutes Prior to NOTAM Expiration".
        ii. If the closure extension is for less than 6 hours, only escorting vehicles remain properly positioned as means of delineation. Process restarts from Between 60 and 30 Minutes Prior to NOTAM Expiration"
        iii. NOTE: The time thresholds noted above may be adjusted at the discretion of the Specialist, Airside Coordination, if deemed operationally safer
3. AOC informs NAV Canada Tower Supervisor of the status of the surface and confirmed opening time.

NOTAM Expiration

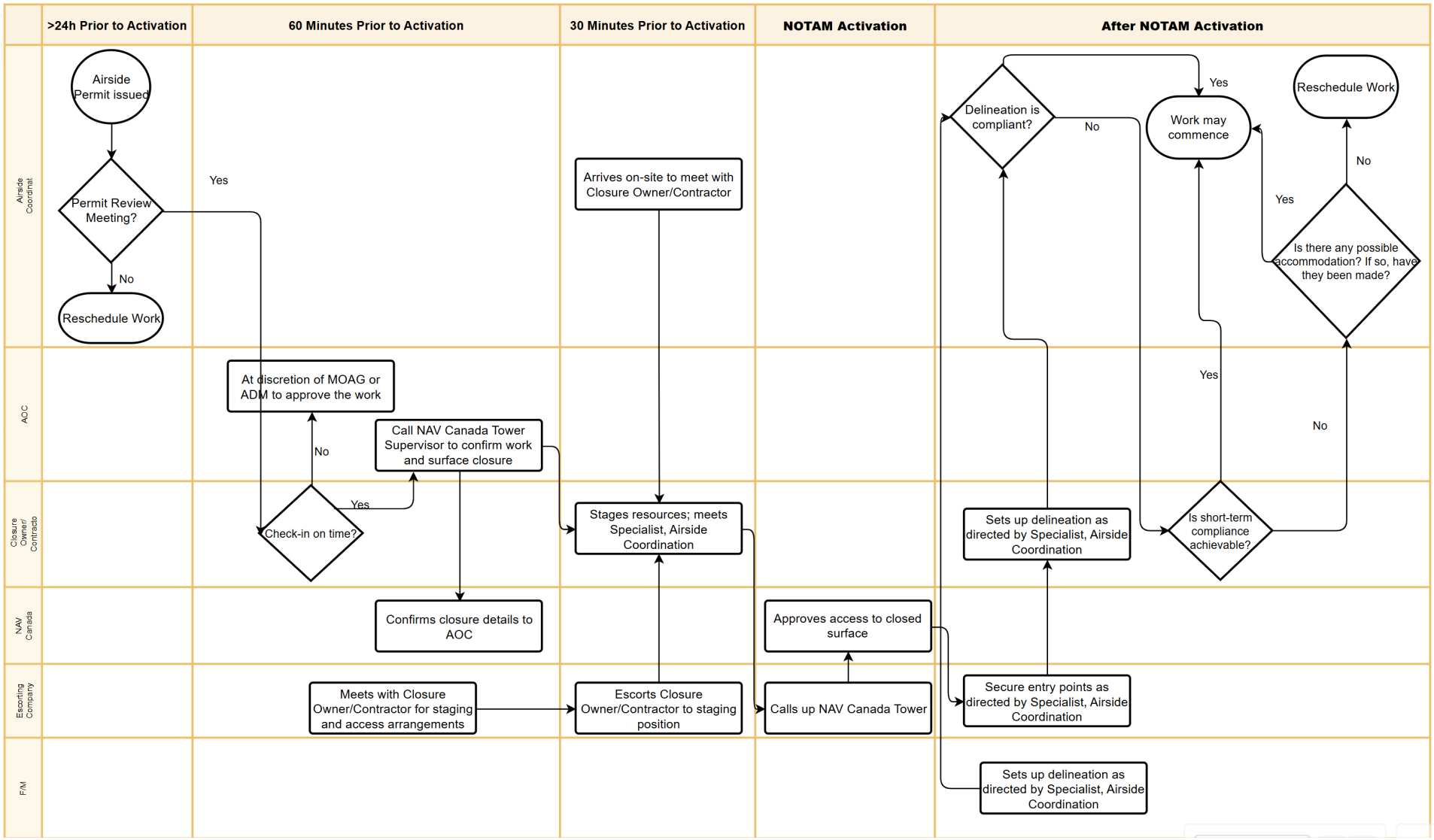
1. NAV Canada takes over the surface to operation

Important Notes:

- If contractor or closure owner encounters circumstances that will interfere with the timely return of a surface, they must inform AOC and the Airside Coordination team as soon as possible.
    - If it happens > 24 hours prior to NOTAM expiration, the Airside Coordination team will action NOTAM amendments and advise NAV Canada as necessary.
    - If it happens < 24 hours prior to NOTAM expiration or during weekends or statutory holidays, the MO-AG will action NOTAM amendments and advise NAV Canada Tower Supervisor as necessary.
- It is standard practice to avoid scheduling surface closures and openings on weekends or holidays.

3. Annex A - Process Flowcharts

3.1. Surface Closure Procedure Flowchart



3.2. Surface Opening Procedure Flowchart