

Permission to Work Requested

Notice of Work

Notice of Work - Approved

X

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Notice of Work Details	
Notice of Work Number:	XXX - #2020-####
Description of Work:	
Work Area/ Location:	
Date of Work:	XX MONTH, 2020
Start Time:	XX:XX
End Time:	XX:XX
Security Escort Required: Coordinated By:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does work impact the Primary Security Line (PSL)	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, confirm what measures are in place to ensure integrity of the Primary Security Line (PSL):
Hot Work Permit Required:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Fire Alarm By-Pass Required:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Escalator/Elevator shutdown Required:	YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, Identifier No. & Area:
Lockout to be performed :	YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, describe:
Keys Required:	YES <input type="checkbox"/> NO <input type="checkbox"/>
FOB Required:	YES <input type="checkbox"/> NO <input type="checkbox"/>

Tools and Equipment to be Deployed	
Lift Device (scissor lift, boom lift)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Ladder	YES <input type="checkbox"/> NO <input type="checkbox"/>
Scaffolding	YES <input type="checkbox"/> NO <input type="checkbox"/>
Power tools (specify)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Hand tools- Basic tools such as screwdrivers etc.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Chemicals (specify)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Furniture protection	YES <input type="checkbox"/> NO <input type="checkbox"/>
Drain snake	YES <input type="checkbox"/> NO <input type="checkbox"/>
Electronic Measuring (thermal, infra-red, laser, etc.)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Other (Tools of the Trade)	YES <input type="checkbox"/> NO <input type="checkbox"/>

Signed and approved by designated Nieuport Aviation Infrastructure Partners Representative:

Print Name:

Signature:

Date:

Systems Impacted and Method of Work

Systems Impacted:

Impacts to Operation: YES NO

If Yes, please describe:

Method of Work:

1.

Final condition of area and system once work is complete:

Contractor(s) Information			
Company Name:		Company Name:	
On-site Contact Name:		On-site Contact Name:	
On-site Contact Number:		On-site Contact Number:	
Additional Contractor(s) accompanying the above:			
<h3>BBTCA On Site Process for Contractors – Terminal</h3> <p>The following processes are to be followed when contractors are on site performing work in the Terminal for Nieuport. This process applies whether an escort is required or contractor possess a valid RAIC.</p> <p>Process:</p> <ul style="list-style-type: none"> • Contractor must report to the Ports Toronto Security Office to check in /register and obtain security escort (if required) • Contractors must contact the Duty Manager on 416-203-6942 ext. 17, prior to commencing any work on site, and advise the security office when work is complete. • Contractor must possess a copy, paper or electronic, of approved work order while working on site and produce if/when asked. • All work post security requires contractors to be processed through NPS-T near Domestic Security, or Bag Room, this includes work in CBSA areas. • Contractors must follow instructions outlined in the Notice of Work. Any discrepancies must be immediately escalated to Nieuport. • Any incident on site must be immediately reported the Airport Non-Emergency Line 416-203-6942 ext. 10, for an emergency please call 416-203-1910. <p style="text-align: center;">Failure to adhere to the above may result in suspension or termination of access to work on site.</p>			

If you have any questions or concerns regarding this work, please use the call out list below:

Terminal Contacts		
Position	Name	Contact Number
Nieuport Project Manager	Sukhvir S. Mavi	647.535.7535
Nieuport General Manager Safety & Security	David Henfrey	437.992.4329
Nieuport Director - Terminal Operations	Kim Clarke	289.923.7082
Ports Toronto Duty Manager	Attending Supervisor	416.203.6942 ext. 17
Terminal Operations Coordinator	Attending Manager	419-203-8934
Terminal Gate Control	Attending Supervisor	416-203-4001
Terminal Ramp Manager	Attending Supervisor	416.619.8627
BBTCA Fire Hall	Attending Supervisor	416.203.1752
BBTCA Security	Attending Supervisor	416.203.6942 ext. 10