



**Delhi International Airport Ltd.
Annexure - I**

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Airside Work Proposal Application Form

Applicant details:

Name:

Contact Number (Mobile):

Designation:

Name of Contractor:

Name of the Safety Manager:

Name of Project Head:

Contact Number of Safety Manager (Mobile):

Concerned Department from DIAL:

Name and Contact Details from DIAL:

DETAILED DESCRIPTION OF PROPOSED WORK:

Method Statement (Explain methodology, height, machinery & tools etc. to be used for execution)

Location of work:

Duration of work:

Expected number of people working:

Hot Work Permit required:

Yes/No, if Yes obtain if from ARFF

SAFETY PLAN

Risk Assessment:

Perform a thorough risk assessment of the work area and tasks to identify potential hazards:

Develop a job safety analysis (JSA) for specific tasks that outlines risks and control measures:

Mitigation measure:

Details of safety briefing provided to the workers before commencement of work at site by the concerned agency:

PPE to be used:

List of PPEs		Tick the required protection
i.	High-Visibility Jacket	<input type="checkbox"/>
ii.	Head Protection (Helmet)	<input type="checkbox"/>
iii.	Hearing Protection (Ear Plugs)	<input type="checkbox"/>
iv.	Eye Protection (Goggles)	<input type="checkbox"/>
v.	Gloves	<input type="checkbox"/>
vi.	Foot Protection (Safety Shoes)	<input type="checkbox"/>
vii.	Respiratory Protection (Face Mask)	<input type="checkbox"/>
viii.	Fall Protection (Harness)	<input type="checkbox"/>
ix.	Body Protection	<input type="checkbox"/>
x.	Sun Protection (Hat)	<input type="checkbox"/>
xi.	Cold Weather Gear	<input type="checkbox"/>

Declaration:

I/ We hereby understand that

1. All the works at worksite will be carried out under supervision with strict safety protocols.
2. GMR DIAL will not hold responsible for any injury/damage/ loss arising out the above-mentioned work.

Remarks by DIAL Safety:

When working on the airside, safety is of utmost importance due to the unique hazards associated with aircraft operations, ground vehicles, and the overall airport environment. The outline of safety plans and precautions that should be considered before, during, and after work in the airside.

Before Work

1. Training:

- Ensure all personnel have completed airside basic safety training conducted by DIAL Safety.
- Concerned Contractor/Agency to conduct regular in-house training sessions on airside safety protocols and emergency procedures.

2. Personal Protective Equipment (PPE):

- Ensure PPE is always worn.

3. Access Control:

- Familiarize all personnel with airside access procedures, including ID checks and restricted area protocols.
- Ensure all vehicles and equipment are authorized for airside access.

4. Communication Protocols:

- Conduct pre-job safety briefings on daily basis before commencement of work to ensure all team members understand their roles and safety measures.

During Work

1. Situational Awareness:

- Maintain continuous situational awareness of aircraft movements and ground vehicle operations.
- Use observers or spotters when necessary to monitor blind spots.
- Deployment of marshallers and sweepers at the worksite for controlling traffic movement and cleaning FOD if any.

2. Follow Safety Protocols:

- Always adhere to established safety protocols and procedures.
- Keep work areas clean, organized and do not litter to avoid hazards and to prevent wildlife attractant.
- Prior permission of ODM/ASO/AOCC is must on daily basis.
- Work to be executed after issuance of "NOTAM" by airside planning if applicable.
- Work to be carried out under strict supervision.
- The materials shall be secured before transporting and must be transported under the guidance of Follow-Me, and they should not be left abandoned at the worksite area.
- Carry out housekeeping at site on daily basis.
- Approved work permit along with safety plan must be available at worksite.
- Barricade the area and provide obstruction markings (Day/Night) on need basis.
- Interlocked barricade along with Day/night markers and light must be used to prevent inadvertent vehicle or aircraft entry.
- All loose materials should be tie down, covered, secured and stored at a designated place to avoid getting displaced due to strong surface wind.
- All construction vehicle to be escorted by follow me on need basis.
- Deployment of QRT to address the emergency due to damage to underground utilities.
- Set protocols of IGI Airport during low visibility and adverse weather conditions must be followed.
- Concerned DIAL department under whom the work has been initiated to ensure the dissemination of weather warning to the worksite SPOC.

3. Vehicle Operations:

- Ensure all ground vehicles follow designated pathways and speed limits.
- Use of lights, flags and appropriate signage on vehicles and equipment.
- Use of hand signal during day and torch during night to guide the vehicular traffic wherever applicable.
- All vehicles / equipment shall have valid AVP.
- All vehicles / equipment shall be driven / operated by only authorised competent having valid driving licence & ADP.

4. Incident Reporting:

- Any human injury/Incident must be reported to DIAL Airside ODM on 9717390402.
- Encourage immediate reporting of near misses, unsafe conditions, or incidents to supervisors.
- Document all incidents accurately and investigate to prevent recurrence.

After Work

1. Site Evaluation:

- Conduct a final inspection of the work area to ensure it is clear of debris, tools, and equipment.
- Verify that all personnel have vacated the airside area safely before closing off the worksite.
- No material/debris to be left at site. Debris to be cleared post completion of area in phase manner. ODM is to be informed about the same

Signature & Name

Approved/Not Approved Forwarded to ASO for approval

GENERAL

Manager ASO is to refer the work proposal before issuing the work permit.

DIAL has a zero-tolerance alcohol and drugs policy.

All airside works are to have the safety goal of "zero injuries, zero accidents".

All incidents, incidents and near misses are to be reported immediately to the AOCC, ODM and Safety Department.

Works deemed to be unsafe or below standards will be suspended.

AIRSIDE OPERATIONS DEPTT
APPLICATION FOR WORK PERMIT

Date: _____

1.	Department	:	
2.	Name and Address of the Agency	:	
3.	Description of Work	:	
4.	Location of Work	:	
5.	Start Time & Date	:	
6.	Completion Time & Date	:	
7.	Fresh/ Renew (AWP No.)	:	
8.	Closure of Area, if required	:	
9.	No. of vehicle passes required (apply separately)	:	
10.	No. of ADPs in possession / required	:	
11.	Type of Equipment(s)/ Material to be used	:	
12.	Entry through Gate no.	:	
13.	No. of BCAS entry passes/tokens issued	:	
14.	Name and Contact number of Agency Supervisor at site	:	
15.	Whether Safety Equipment / jackets in possession (Obstruction Markers/Lights/Tape)	:	
16.	Recommendation/approval from DIAL/AAI Engineering Name & Telephone no.	:	

(Name & Signature of Applicant)

(Name & Signature of CNS, AAI)

(Name & Signature of Metrology, IMD)

(Name & Signature of ARFF, DIAL)

(Name & Signature of Safety Dep. DIAL)

(Name and Signature of AWP
Approving Authority DIAL)

Note: Signature of CNS, AAI & Metrology, IMD is required only when carrying out digging work. Signature of ARFF, DIAL is required only when carrying out works which involves welding or any other fire hazard.