

EDMONTON REGIONAL AIRPORTS AUTHORITY

INVITATION FOR BID FOR YEG XLB Platform Upgrades EDMONTON INTERNATIONAL AIRPORT

IFB NUMBER: 26-0065

IFB ISSUED: Thursday, October 01, 2026

MANDATORY SITE TOUR: **Friday, October 09, 2026 @ 09:00 AM MT**
at Airport Operations Facility (AOF),
Edmonton International Airport

DEADLINE FOR PROPOSERS TO
SUBMIT INQUIRIES: Thursday, October 15, 2026, 12:00 PM MT

IFB CLOSING: **Wednesday, October 21, 2026, at 2:00 PM MT**

ELECTRONIC BID SUBMISSION INSTRUCTIONS: Bid submissions should be provided through EUNA (Bonfire) Procurement only

AUTHORIZED CONTACT FOR IFB: Archit Gandhi
E-mail: supplychain@flyeia.com

**ALL INQUIRIES MUST BE SUBMITTED IN WRITING TO THE
AUTHORIZED CONTACT PERSON**

Edmonton Airports
YEG XLB Platform Upgrades
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PART 1

INSTRUCTIONS TO BIDDERS

Edmonton Airports
YEG XLB Platform Upgrades
Part 1 - Instructions to Bidders

1.0 INTRODUCTION

1.1 Invitation

Edmonton Regional Airports Authority (“Edmonton Airports”) is requesting bids from qualified contractors to complete the YEG XLB Platform Upgrades Program at Edmonton International Airport (the “Work”).

The project is divided into two phases:

- **Phase 1 – Platforms E and F:** The base scope of Work to be included in the contract.
- **Phase 2 – Platforms A and B:** An optional scope for which bidders must submit separate pricing as part of their bids. Phase 2 will not form part of the initial contract. Edmonton Airports will determine whether to proceed with this phase.

Construction of Phase 1 is expected to commence upon contract award. The Work, including checker plate installation, must be coordinated with the overall project schedule, which will be shared with the preferred Bidder during negotiations. The following schedule is tentative and subject to adjustment to accommodate overall project requirements:

Activity	Anticipated Timing
Platforms E and F – Under-deck modifications	Commence as soon as possible following contract award.
Platforms E and F – Checker plate installation	Commence January 12, 2027.
Platforms A and B – Under-deck modifications (optional)	Commence following completion of the design and be completed before July 13, 2027.
Platforms A and B – Checker plate installation (optional)	Commence July 20, 2027.

The IFB process is intended to assist Edmonton Airports in identifying a Bidder, based on an overall best value assessment, who Edmonton Airports will commence negotiations to conclude a contract for the provision of the Work.

1.2 About Edmonton Airports

Edmonton Airports is a regional airport authority incorporated on July 26, 1990, under the Regional Airports Authorities Act (Alberta). It is responsible for operating and developing a system of airports for the general benefit of the public in the Edmonton region.

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Edmonton Airports is required by its incorporating legislation to apply all of its revenues towards fulfilling the purposes for which it was created and may not make any distributions to any third parties. Its purposes are to manage and operate its airport properties in a safe, secure, and efficient manner, and to advance economic and community development by means that include promoting and encouraging improved airline and transportation service and an expanded aviation industry.

Edmonton Airports is a community-based, financially independent, not-for-profit corporation whose mandate is to drive economic prosperity for the Edmonton Metro Region. Edmonton Airports manages the Edmonton International Airport (“YEG”), Canada’s fifth-busiest airport by passenger traffic and the largest major Canadian airport by land area. YEG serves around 8 million passengers per year and offers non-stop connections to more than 50 destinations around the world. Edmonton Airports also owns and operates Villeneuve Airport (“ZVL”), a general aviation facility northwest of Edmonton. Villeneuve Airport serves as the primary flight-training facility for the Edmonton Metro Region.

1.3 Purpose of Invitation for Bid

The purpose of this Invitation for Bid (“IFB”) is to assist Edmonton Airports in selecting a qualified contractor to successfully complete the YEG XLB Platform Upgrades Program at Edmonton International Airport.

Specifications and requirements stated in this IFB are as envisioned by Edmonton Airports at the time of writing and may change or be refined in the course of the evaluation and negotiation process. It is intended that this IFB will communicate to Bidders Edmonton Airports' requirements and the scope of services that Edmonton Airports expects to acquire at this time, and communicate projected timing expectations, and provide a structured and standardized format for submission of responses.

1.4 Environmental, Social, Governance (ESG)

Edmonton Airports’ commitment to Environmental, Social and Governance (ESG) policies and practices drives every aspect of our business.

Environmental Sustainability

Edmonton Airports is strongly committed to reducing our environmental footprint, joining novel technologies to support the Government of Canada’s Net Zero Challenge, working with our airline partners to reduce the carbon impacts of air travel, and investing in the development and growth of alternative energy initiatives, including solar and hydrogen.

Social Sustainability

Aligned with our ESG commitments, Edmonton Airports is dedicated to creating a comprehensive and sustainable business environment, recognizing the importance of social sustainability in this work. Acknowledging that a diverse and inclusive workplace aligns with

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societal values and drives innovation, we prioritize the integration of social sustainability within our organization. By promoting equal opportunity and diversity, equity and inclusion, our objective is to contribute to the well-being of our employees, enhance community relations and create a positive social impact for future generations.

Indigenous Inclusion

Edmonton Airports is committed to the meaningful inclusion and engagement of Indigenous communities. We recognize and honour the rights, culture, traditional land, and knowledge of Indigenous peoples and are dedicated to fostering equitable and respectful partnerships. We are committed to providing opportunities for Indigenous businesses, consultants, and employees, and to ensuring that Indigenous voices are included and woven into the social and economic well-being of the organization and region.

Governance

Edmonton Airports is committed to making a positive difference for our employees, passengers, partners, and community. Our Board and Executive's oversight and dedication to controls and policies that guide sustainability are core to our ESG leadership.

Responsible Procurement

Sustainability and integration of ESG criteria are important to Edmonton Airports, and we strive to make it a key consideration in our procurement process. Our goal is to partner with organizations with similar values to our own, and to create positive outcomes by taking a more responsible approach in purchasing our goods and services. Understanding your ESG approach throughout the Supply Chain helps reassure us that your company has similar values to those at Edmonton Airports.

Where there is a requirement that the Bidder supplies materials and/or equipment, and where such materials and/or equipment may cause adverse effects to the environment, the Bidder shall indicate the nature of the hazard(s) in its bid submission. The Bidder is to advise Edmonton Airports of any known substitutes or alternatives of such materials and/or equipment in order to mitigate the effects of any adverse conditions on the environment. Furthermore, Edmonton Airports is interested in recommendations on alternates that may create a more positive environmental and/or social impact.

Where all other criteria are considered equal, preference will be given to a Bidder(s) whose ESG initiatives and actions align with those of Edmonton Airports and who provide goods and services in ways that contribute positively towards meeting those initiatives. We are interested in such things as your energy efficiency and emissions reduction targets, how you support your local community, your procurement practices and policies, talent management and employee diversity, data security, and your governance framework.

Edmonton Airports' ESG initiatives, plans, and achievements can be found at the following site:

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<https://flyeia.com/corporate/esg/>

Edmonton Airports has started the development of an ambitious ESG roadmap and is interested in working with a company willing to implement initiatives aligned with these commitments.

2.0 GENERAL INSTRUCTIONS TO BIDDERS

2.1 Bid Submission Information (EUNA Electronic Bid Submission)

- (a) Bid Submissions should be submitted electronically through EUNA Procurement at <https://flyeia.bonfirehub.ca/> until **2:00 pm Mountain Time, Friday, October 23, 2026 ("Bid Closing")**. Bids will be privately opened by Edmonton Airports. Bidders not registered or unfamiliar with the EUNA Procurement platform may wish to contact the EUNA support team for assistance well in advance of the Bid Closing date to ensure their submissions are successfully uploaded by the Bid Closing date and time.

Online	https://flyeia.bonfirehub.ca/portal/support
By email	support.bonfire@eunasolutions.com
By phone	1.844.226.3862

- (b) Bids received after the date and time specified may not be considered.
- (c) Bids should be prepared in accordance with the instructions outlined in Part 3 – Bid Form Package. Bidders who do not comply with this request may be disqualified from bidding this project. Edmonton Airports reserves the right in its sole discretion to accept or reject all or part of any bid which is non-compliant.
- (d) Bids submitted by e-mail will not be considered.
- (e) Bidders should submit one (1) original of their bid via electronic submission.
- (f) **A MANDATORY "PRE-BID SITE TOUR" for companies intending to submit a proposal as a general contractor for this project ("Bidders") will take place on:**

Date: Friday, October 09, 2026
Time: 09:00 am Mountain Time
Place: Airport Operations Facility (AOF)
5916 – 36 Street East
Edmonton International Airport, Alberta T9E 0V4

Directions: To access the facility, proceed south on Queen Elizabeth II Highway

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(Highway 2) and take Exit 522 toward Airport Road / Edmonton International Airport. Continue west on Airport Road for approximately 3.5 kilometres, then turn left (south) onto 36 Street East. The Airport Operations Facility is located on the right-hand side at 5916 – 36 Street East, with visitor parking available near the main entrance. All visitors must report to the reception area upon arrival.

The site tour requirements are as follows:

- Valid government-issued photo ID for all visitors
- High-visibility vests, Safety footwear and Hearing Protection for all visitors
- A maximum of two (2) people per company may attend the site tour

RSVP: Bidders are requested to RSVP for the site tour before 3:00 pm Mountain Time, Thursday, October 08, 2026, to supplychain@flyeia.com, and should include the number of people who will be attending.

COMPANIES WHO DO NOT ATTEND THIS MANDATORY ON-SITE PREBID MEETING/SITE TOUR WILL BE EXCLUDED FROM SUBMITTING A BID FOR THIS REQUIREMENT.

2.2 Bid Documents

(a) Bidders should ensure that they have received all of the following Bid documents:

Section A - Supporting Documentation

Part 1 – Instructions to Bidders

Part 2 – Scope of Work, including
Specification, Drawings and Appendices

Parts 3 – Bid Form and Bid Package

Parts 4 – Form of Agreement

Attachments:

Contractor Occupational Health and Safety Manual
Construction Security Plan

(b) Edmonton Airports reserves the right in its sole discretion to extend the Bid Closing. Any revision to the Bid Closing will be provided by written addendum.

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- (c) Bidders using any electronic transmission to make inquiries relative to making a bid assume the entire risk that the document will be properly received by Edmonton Airports, on time or at all, and that all other requirements herein will be satisfied. Without limiting the generality of the foregoing, Edmonton Airports shall not be liable to a Bidder if the Bidder's document is not properly received on time for any reason whatsoever.
- (d) Edmonton Airports shall have the final decision on whether a Bid is compliant, based on the mandatory requirements stipulated for this invitation for Bid (refer to Part 1 – Instructions to Bidders, Section 3.0). Bids that are not deemed compliant by Edmonton Airports shall not be finally evaluated and shall be returned to the Bidder with notification of non-acceptance.
- (e) Edmonton Airports shall have the final decision on what is or what is not part of the specification, scope of work or Bid document.
- (f) The submission of a Bid shall be considered prima facie evidence that the Bidder has made an investigation as to the conditions to be encountered in performing the work and the requirements of the documents, which form the Bid package.
- (g) All papers attached to the Bid form are necessary parts thereof and must not be altered.
- (h) All plans, specifications, and other documents, designated in the Bid form, will be considered a part of the Bid whether attached or not, and all such documents, including the Bid form when executed and accepted, will constitute part of the contract.
- (i) The Bidder shall be solely responsible for all costs and expenses incurred in the preparation and submission of their Bid.
- (j) The Bidder agrees that the Bid prices include, but are not limited to customs and excise duties, sales taxes, royalties, handling, transportation, delivery, commissioning, overhead, security cost, profit and all other charges, with the exception of the Federal Goods and Services Tax.

2.3 Questions and Inquiries

- (a) Inquiries regarding this Bid must be directed in writing by email to the ("Authorized Contact") for this Bid, as follows:

Archit Gandhi, Procurement Specialist
Edmonton Regional Airports Authority
Supply Chain Services
E-mail: supplychain@flyeia.com

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- (b) All written inquiries must be received by Edmonton Airports **by noon, 12:00 pm Mountain Time, Thursday October 15, 2026.**
- (c) Only enquiries from the invited Bidders will be answered. All Subcontractors must submit their questions through one of the Bidders intending to Bid.
- (d) Edmonton Airports will not provide individual meetings with Bidders prior to Bid Closing.
- (e) To ensure consistency and quality of information, answers to questions relevant to the interpretation of this Bid will be posted on EUNA - Procurement, without revealing the source of the inquiries. Responses may or may not be in the form of an addendum. The decision to issue or not issue an addendum is entirely at the sole discretion of Edmonton Airports. Information obtained from any other source than the Authorized Contact for this Invitation for Bid is not official and should not be relied upon. Any addenda shall be incorporated into and become part of the Bid documents. Bidders should note that the Bid Form Package requires an acknowledgment of receipt of all addenda. Bidders are responsible to ensure that they are aware of and have received all addenda, and are advised to check immediately prior to submitting their Bid.

2.4 Amendments, Rejection and Withdrawal of Bids

- (a) Revisions or Amendments to any Bid or withdrawals of any Bid must be in writing, clearly identify the Edmonton Airports file number on its face, sets forth complete and precise details of all changes, and be received by Edmonton Airports in accordance with these Instructions to Bidders and prior to the Closing Date and Time. If there is a discrepancy between the original and any copies of the Bid submission, the original Bid submitted prior to the Bid Closing shall prevail.
- (b) Bids shall be irrevocable for (60) sixty days following Close of Bidding and may not be withdrawn or amended following Close of Bidding for any reason.
- (c) Bids may be rejected by Edmonton Airports in its sole discretion as containing unacceptable errors or omission.
- (d) Edmonton Airports shall not be obligated in any way to exercise its discretion to accept or to reject any Bid on account of errors or omission made by the Bidder, whether or not known to Edmonton Airports.

2.5 Insurance Requirements

Please refer to IFB Part 4 – Form of Agreement, Sections E1 to E3 for a detailed explanation of Insurance Requirements.

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Upon award of contract, the successful Contractor will be required to provide copies of all requested Certificates of Insurance as requested before commencement of work.

2.6 Bonding Requirements

Bonding may be required for this project; however, should not be included in the bid price. If Edmonton Airports determines that bonding is needed, bonding requirements shall become part of the contract with the successful contractor, who will be required to have bonding in place after contract award.

Bonding requirements include:

- (i) A Performance Bond in the amount of fifty percent (50%) of the Contract Price before GST;
- (ii) A Labour & Material Payment Bond in the amount of fifty percent (50%) of the Contract Price before GST;
- (iii) A Dual Obligee Rider naming his Majesty the King in right of Canada as represented by the Minister of Transport as an additional obligee under the above bonds; and
- (iv) Bonds must be issued by a surety company licensed to conduct business in the Province of Alberta.

2.7 ComplyWorks

Edmonton Airports utilizes a contractor compliance management system, ComplyWorks, to maintain an active list of safety qualified vendors (<https://www.complyworks.com>). Contractors working on-site must meet specific standards for safety, insurance, and other criteria set by Edmonton Airports, and must maintain a low risk standing through the duration of the Contract.

2.8 Award of Contract

- (a) An award of contract will not be made until the necessary investigation of the qualifications of the Bidders has been made and determined that the requirements have been met. The award of contract is subject to the successful contractor and its subcontractors meeting any stated minimum requirements in the Bid documents and Edmonton Airports' "Contractor Occupational Health and Safety Program" requirements.
- (b) Edmonton Airports reserves the right in its sole discretion to award a contract for work to that Bidder (if any) who offers the best overall value to Edmonton Airports.
- (c) Edmonton Airports reserves the right in its sole discretion to enter into a contract or contracts for provision of the work in whole or in part, or to divide the work into parts and contract for the work in stages.
- (d) Where the alternative pricing method has been used, Edmonton Airports reserves the right to award on the alternative of its choice.

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- (e) Edmonton Airports is not obligated to award the contract work to any Bidder nor the lowest Bidder.
- (f) In case of error in the extension of prices, the unit price shall govern. The total Bid price shall be the total resulting from the correct mathematical addition of individual lump sum prices and unit price extensions.
- (g) Edmonton Airports may, in its sole discretion, elect not to fulfill requests for debriefs by any bidder who was unsuccessful in the competitive process.

3.0 MANDATORY REQUIREMENTS

3.1 Mandatory Requirements to Submit a Bid

Bidders wishing to submit a Bid for this Project must meet the following mandatory requirements. Only bids that are received and deemed compliant by Edmonton Airports as meeting the mandatory requirements shall be evaluated. Bids that are not deemed compliant by Edmonton Airports shall not be evaluated, and returned to the Bidder.

- (a) Bid must be submitted by the Bid Close, and as per the instructions in Section 2.1(a) of this Part 1 – Instructions to Bidders.
- (b) Bidder must, if required by Edmonton Airports, be able to meet the Bonding Requirements as stipulated in Section 2.6 of this Part 1 – Instructions to Bidders.
- (c) Bidder must have attended the pre-bid meeting as stipulated in this invitation for bid Section 2.1 (f) in this Part 1 – Instruction to Bidders.

3.2 Mandatory Requirements for Award of Contract

Bidders must meet the following mandatory requirements prior to award of any contract with Edmonton Airports in relation to this Project. Only bids that are received and deemed compliant by Edmonton Airports as meeting the mandatory requirements shall be evaluated. Bids that are not deemed compliant by Edmonton Airports shall not be evaluated, and returned to the Bidder.

- a) Bidder must be subscribed to Edmonton Airports' ComplyWorks program and in a compliant, low-risk status.

4.0 EVALUATION PROCESS

- (a) Bids will be evaluated using whatever criteria and considerations Edmonton Airports wishes to, including without limitation, the criteria listed below:

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Part 1 - Instructions to Bidders

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- Relevant Experience;
 - Sustainability;
 - Schedule / Project Plan;
 - Key Personnel;
 - Cost Breakdown;
 - Safety;
 - Subcontractors; and
 - Such other items as may be specified elsewhere in the Bid Documents.
- (b) Edmonton Airports reserves the right in its sole discretion to cancel this Bid without award, before or after Closing, for any reason. Edmonton Airports further reserves the right to re-bid the Work under a similar or different scope of work.
- (c) Edmonton Airports reserves the right in its sole discretion to accept or reject all or part of any bid which:
- Is incomplete, obscure, irregular or unrealistic.
 - Contains unauthorized erasures or corrections.
 - Contains a counter offer unacceptable to Edmonton Airports.
 - Is a conditional or qualified offer which is unacceptable to Edmonton Airports.
 - Is non-compliant with the requirements of this Bid.
- Edmonton Airports shall not be obligated either to accept or reject any non-compliant, conditional or qualified offer, or counteroffer with the requirements of this Bid.
- (d) As part of the evaluation process, Bidders may be asked to provide additional information with respect to their Bid, including responding to questions both verbally and in writing.

5.0 CONTRACT AWARD

- (a) Included in this package is a copy of Edmonton Airports' Form of Agreement. The Form of Agreement is attached to communicate to prospective contractors the terms and conditions of the proposed contract envisioned by Edmonton Airports at the time of writing. Edmonton Airports may at any time stipulate changes to the Form of Agreement. This will be communicated by way of addendum.
- (b) Contract Documents must be signed by company officials who are authorized to enter into legal contracts.

NOTE: Bid openings are non-public. Edmonton Airports will release the name of the company awarded the contract once a thorough review of the bid is complete.

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Part 1 - Instructions to Bidders

6.0 TIMELINES

The following dates are given to provide bidders with an overview of the timing of this IFB process. These dates may change, and Edmonton Airports reserves the right to amend these dates. All times are in Edmonton Local time.

Mandatory Site Tour	Friday, October 09 2026 @ 09:00 AM
Deadline for Questions	Thursday, October 15, 2026 @ 12:00 PM MT
Bid Closing (EUNA Procurement electronic submission)	Wednesday, October 21, 2026 @ 2:00 PM MT
Award of Contract	On or around Monday, 26, 2026
Substantial Completion	Friday, January 29, 2027
Final Completion	Friday, March 26, 2027

PART 2

WORK AND SCOPE OVERVIEW

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YEG XLB Platform Upgrades
Part 2 – Work and Scope Overview

Page 1 of 1

1.0 PROJECT SCOPE

The scope of work is to complete the YEG XLB Platform Upgrades Program at Edmonton International Airport (“YEG”).

The work will be carried out in accordance with the issued for bid project drawings and specifications included as part of this IFB package. The work includes, but is not limited to, the following as outlined herein and as per the project drawings and specifications, including demolition, expansion joint replacement and other architectural, mechanical and fire alarm/protection. Work includes the removal and proper disposal of all demolition material and debris resulting from the renovations.

2.0 PROJECT CONSTRUCTION SCHEDULE

Construction is expected to start upon award and phase 1 should be finished by March 26, 2027 and if Phase 2 is awarded then needs to be finished by Aug 10, 2027

3.0 LIST OF SPECIFICATIONS AND DRAWINGS

The following is the list of Issued for Bid Specifications and Drawings for this Project:

3.1 SPECIFICATIONS

DIVISION 05 METALS (YEG XLB Conveyor Lines E and F Replacement Platform Modifications)

05 00 50 AND 05 12 00

3.2 DRAWINGS

DRAWING NO	DRAWING DESCRIPTION
S 101	GENERAL NOTES AND TYPICAL DETAILS
S 201	PARTIAL MAIN FLOOR FRAMING PLAN
S 202	PARTIAL MEZZANINE FRAMING PLAN
S 203	PARTIAL MEZZANINE LOADING PLAN
S 204	ENLARGED FRAMING PLANS
S 301	SECTION AND DETAILS

SPECIFICATIONS AND DRAWINGS
(ISSUED UNDER SEPARATE COVER)

PARTS 3A & 3B

BID FORM AND BID PACKAGE

Edmonton Airports
YEG XLB Platform Upgrades
Part 3A – Bid Form

1. OFFER

These Bid Documents made this _____ day of _____, 2026.

FOR:

EDMONTON REGIONAL AIRPORTS AUTHORITY

BID BY:

The undersigned Bidder, having examined and read the Bid Documents for the YEG XLB-Platform Upgrades Program, Project ALM-PF251001, and having examined all conditions affecting the Work, does hereby offer to provide all necessary materials, equipment, labour, bonding, overhead, and all else necessary to complete the Work in strict accordance with the Specifications and Drawings and all other Bid Documents, and to do all therein called for on the terms and conditions and under the provisions therein set for at the:

TOTAL NOT TO EXCEED CONTRACT PRICE OF

\$ _____ Dollars \$ _____
(Total in Words) (Total in Figures)

GST Amount \$ _____
(Total in Figures)

TOTAL AMOUNT

\$ _____ Dollars \$ _____
(Total in Words) (Total in Figures)

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Part 3A – Bid Form

2. BIDDER’S LEGAL NAME, ADDRESS, CONTACT PERSON, PHONE NUMBER, EMAIL:

3. COMPLETION DATE

The undersigned Bidder agrees that the estimated substantial performance of the Work, as provided in the Specifications and Drawings, will be by January 29, 2027, and final completion by March 26, 2027.

4. CONFLICT OF INTEREST

Indicate whether the Bidder or any of its directors, officers, or employees has any current or past corporate or other interest that may materially or detrimentally conflict with the interests of Edmonton Airports, including any interests that may reasonably be perceived as giving rise to an appearance of conflict of interest. List such interests.

5. ADDENDA

The Bidder agrees that the following addenda issued by Edmonton Airports have been received by us (me) and have been considered in my (our) Bid.

ADDENDUM NO.		DATE

Edmonton Airports
YEG XLB Platform Upgrades
Part 3A – Bid Form

6. MANDATORY CRITERIA ACKNOWLEDGEMENT

Section 8 of this Part 3A – Bid Form must be signed by a duly authorized representative of the Bidder. By signing the Bid Form, the Bidder acknowledges and confirms that they meet all the mandatory requirements outlined in Part 1 – Instructions to Bidders, Section 3.0.

7. INDEX TO SPECIFICATIONS AND DRAWINGS

The Bidder, subject to the terms, conditions, and provisions set forth in the Bid Form and the schedules attached thereto identified therein agrees that the Issued for Bid Specifications and Drawings enumerated hereunder have been received and examined and that the same are the Specifications and Drawings of my/our offer, as evidenced by my/our execution hereto:

List of Specifications

DIVISION 05 METALS (YEG XLB Conveyor Lines E and F Replacement Platform Modifications)

05 00 50 AND 05 12 00

List of Drawings

DRAWING NO	DRAWING DESCRIPTION
S 101	GENERAL NOTES AND TYPICAL DETAILS
S 201	PARTIAL MAIN FLOOR FRAMING PLAN
S 202	PARTIAL MEZZANINE FRAMING PLAN
S 203	PARTIAL MEZZANINE LOADING PLAN
S 204	ENLARGED FRAMING PLANS
S 301	SECTION AND DETAILS

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Part 3A – Bid Form

8. SIGNATURES

It is understood that, with respect to the Bid Form, should any item be omitted or illegible, should any alteration be made to the text, or should any condition be added on or submitted with the Bid Form, the Bid may be declared invalid and rejected by Edmonton Airports.

This Bid is offered on behalf of the Bidder and by their duly authorized officer(s).

FOR THE BIDDER

Per: _____

Print Name:

Title:

Per: _____

Print Name:

Title:

Edmonton Airports
YEG XLB Platform Upgrades
Part 3B – Bid Package, Schedule A – Price Breakdown

SCHEDULE A – PRICE BREAKDOWN

The Bidder shall provide pricing for the Work in accordance with the requirements and schedules for carrying out the Work. Quantities for unit price items may not be exactly as shown, and costs on unit price items will be calculated based on the unit prices provided by the Bidder and the actual quantities used. Lump sum pricing shall be as provided by the Bidder and shall be an all-inclusive cost, unless specifically noted otherwise.

All pricing shall be provided in Canadian Funds. **DO NOT INCLUDE GST.**

SUMMARY PRICING – PROJECT [ALM-PF251001]

Phase 1: Platforms E and F

1.0 Lump Sum Items – General Requirements

Item	Description	Lump Sum Price (CAD)
1.1	Provide temporary facilities and construction works, including shoring, bracing, hoarding, heating, protection, barriers, utilities, signage, forklifts and related material-handling equipment, surveying, and all other temporary labour, materials, and equipment required until the new platform is functional, tested, and handed over to Edmonton Airports.	\$ _____
1.2	Remove portions of existing structural steel framing as required to accommodate installation of the new steel framing.	\$ _____
1.3	Relocate cable tray supports and copper piping as required to complete the Work. Refer to Detail B2/S204.	\$ _____
	Subtotal – Section 1.0	\$ _____

2.0 Unit Price Items – Structural Steel (Incl. Anchor Bolts, Accessories, and Grouting)

Item	Description	Estimated Quantity	Unit	Unit Price (CAD)	Estimated Total (CAD)
2.1	Structural steel – Materials, shop drawings, and fabrication	_____	kg	\$ _____	\$ _____
2.2	Structural steel – Installation labour	_____	hr	\$ _____	\$ _____

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YEG XLB Platform Upgrades
Part 3B – Bid Package, Schedule A – Price Breakdown

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2.3	Checker plate – Materials, shop drawings, and fabrication		kg	\$ _____	\$ _____
2.4	Checker plate – Installation labour		hr	\$ _____	\$ _____
	Subtotal – Section 2.0				\$ _____

TOTAL PRICE: YEG XLB Platform Upgrades (Phase 1 – Platform E and F) (DOES NOT include Federal Goods & Services Tax)	\$ _____
FEDERAL GOODS & SERVICES TAX	\$ _____
TOTAL CONTRACT PRICE	\$ _____

Optional Phase 2 : Platforms A and B (Assuming the same design and specifications provided for Phase 1)

1.0 Lump Sum Items – General Requirements

Item	Description	Lump Sum Price (CAD)
1.1	Provide temporary facilities and construction works, including shoring, bracing, hoarding, heating, protection, barriers, utilities, signage, forklifts and related material-handling equipment, surveying, and all other temporary labour, materials, and equipment required until the new platform is functional, tested, and handed over to Edmonton Airports.	\$ _____
1.2	Remove portions of existing structural steel framing as required to accommodate installation of the new steel framing.	\$ _____
1.3	Relocate cable tray supports and copper piping as required to complete the Work. Refer to Detail B2/S204.	\$ _____
	Subtotal – Section 1.0	\$ _____

2.0 Unit Price Items – Structural Steel (Incl. Anchor Bolts, Accessories, and Grouting)

Item	Description	Estimated Quantity	Unit	Unit Price (CAD)	Estimated Total (CAD)
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Edmonton Airports
YEG XLB Platform Upgrades
Part 3B – Bid Package, Schedule A – Price Breakdown

2.1	Structural steel – Materials, shop drawings, and fabrication		kg	\$	
2.2	Structural steel – Installation labour		hr	\$	
2.3	Checker plate – Materials, shop drawings, and fabrication		kg	\$	
2.4	Checker plate – Installation labour		hr	\$	
	Subtotal – Section 2.0			\$	

Edmonton Airports
YEG XLB Platform Upgrades
Part 3B – Bid Package, Schedule B – Bid Requirements

SCHEDULE B – BID REQUIREMENTS

1. Please provide a short summary (up to 2 pages max.) of your Company overview and history, highlighting any items of note that make you stand apart from others or that may be of extra benefit to Edmonton Airports.
2. Please provide a detailed summary of the proposed methods, equipment, techniques, and products to be used to perform the Work, including any assumptions or considerations.
3. Provide a list of key personnel proposed for this Work and the role each will hold in relation to the contract, along with a general description of the duties of each position. Note any specific experience, training, certifications and licenses required to perform the Work.
4. If you are proposing to use subcontractors to carry out all or part of the Work, provide the name(s) and address of the subcontractor(s) and what part of the Work they will be doing.
5. Please provide up to three (3) references with contact information for current or recently completed contracts of similar scope. Edmonton Airports reserves the right to contact any references provided.
6. How would project be managed and monitored at the airport? If you would like to include a copy of your quality control program, please provide it as a separate attachment to your submission.
7. The Proponent shall provide details on proposed ESG initiatives and/or targets that the Proponent will commit to for this contract should they be successful.
8. Timeline:

REQUESTED COMPLETION DATE: Edmonton Airports is targeting the following dates for this project's schedule:

Substantial Completion: January 29, 2027

Final Completion: March 26, 2027

BIDDER'S COMPLETION DATE: Bidders are to state the completion date they can meet to complete the Work of Project [ALM-PF251001] enclosed in this Invitation for Bid package.

Substantial Completion: _____

Final Completion: _____

Edmonton Airports
YEG XLB Platform Upgrades
Part 3B – Bid Package, Schedule C – Contractor Safety and ComplyWorks Compliance
Page 9 of 10

SCHEDULE C – CONTRACTOR SAFETY AND COMPLYWORKS COMPLIANCE

Edmonton Airports utilizes ComplyWorks, a contractor compliance management system, to maintain an active list of safety approved vendors (<https://www.complyworks.com/>). Contractors working at Edmonton Airports' sites are required to meet specific standards for safety, insurance, WCB and other criteria set by Edmonton Airports. This includes subscription in Edmonton Airports' ComplyWorks program and maintenance of a low risk standing at all times during the term of the agreement.

Prior to commencing negotiations of a contract, the Bidder must be registered in Edmonton Airports' ComplyWorks program and, at a minimum, have started the process of submitting their documentation for review and assessment. There will be no award of contract until the contractor has been deemed as low risk in the system. This is a mandatory requirement for contract award. Edmonton Airports, at their sole discretion, may elect to end discussions with the lead Bidder and award a contract to the next highest rated Bidder should the lead Bidder not meet this mandatory requirement prior to contract award.

If the Bidder is already registered in ComplyWorks, please provide your ComplyWorks ID number:

For ComplyWorks' related inquiries, please send your request to: supplychain@flyeia.com.

Edmonton Airports
YEG XLB Platform Upgrades
Part 3B – Bid Package, Schedule D – Exceptions to Terms and Conditions

SCHEDULE D – EXCEPTIONS TO TERMS AND CONDITIONS

The Bidder shall explicitly identify all proposed changes to the Sample Agreement as provided in Part 4 of this Invitation for Bid.

For each proposed change, the Bidder must:

- 1) Reference the specific clause number and page number in the Sample Agreement;
- 2) Provide a clear explanation and proposed alternative wording;
- 3) If proposing an addition, include proposed wording; and
- 4) Use this table format to submit all requested changes.

If the Bidder has no proposed changes, the Bidder must write “NONE” in the table below. Failure to list proposed changes in this Schedule will be interpreted as full acceptance of all terms and conditions in the Sample Agreement. Edmonton Airports will not entertain or negotiate any proposed changes raised for the first time during contract negotiations.

Term & Condition Number	Term & Condition Page	Explanation of Exception

(add lines as necessary)

PART 4

FORM OF AGREEMENT

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Section A ARTICLES OF AGREEMENT

These Articles of Agreement made this xx day of xxxxxx, 20xx.

A1. The Parties

BETWEEN:

EDMONTON REGIONAL AIRPORTS AUTHORITY
Main Terminal Building
1, 1000 Airport Road
Edmonton International Airport, AB
T9E 0V3

(hereinafter referred to as "Edmonton Airports")

and-

(hereinafter referred to as the "Contractor")

In consideration of the mutual covenants and agreements hereinafter contained, Edmonton Airports and the Contractor agree as follows:

A2. The Work

The Contractor shall:

2.1 perform the Work including providing any Materials required by the Contract Documents for:

XXXXXXXXXXXXXXXXXXXX

2.2 located at (the "Work site"):

Edmonton International Airport

2.3 and for which:

XXXXXXXXXXXXXXXXXXXX

is acting as and is hereinafter called the "Consultant"

2.4 do and fulfill everything indicated by the Contract; and

2.5 commence the Work by **xx day of xxxxxx, in the year 20xx**, and, subject to adjustments in accordance with the Contract Documents, complete the Work by the **xx day of xxxxxx, in the year 20xx** (the "Contract Time"), all for the Contract Price.

A3. Agreements and Amendments

- 3.1 No amendment or change in any of the provisions of the Contract shall have any force or effect until written authorization has been issued by Edmonton Airports.
- 3.2 The Contract supersedes all prior negotiations, representations, or agreements, either written or oral, relating in any manner to the Work. The Contract may be amended only as provided in the Contract Documents.

A4. Contract Price

4.1 Subject to any change made pursuant to the Contract, Edmonton Airports shall pay to the Contractor at the times and in the manner that is set out or referred to in Section D as follows:

A maximum not to exceed price of:

XX--xx/100 Dollars
(Total in Words)

\$XXXXXXXXXXXXXXX
(Sum in Figures)

- 4.2 The amount set out in Subsection 4.1, includes and covers customs duties, sales tax, royalties, handling, transportation, delivery, commissioning, overhead, profit, and all other charges, but DOES NOT include any applicable GST unless expressly indicated otherwise (refer to Section C43).
- 4.3 All payments hereunder are expressed and shall be made in lawful money of Canada.

A5. Contract Documents

5.1 The Contract Documents consist of the following:

1. Articles of Agreement	Section A
2. Definition of Terms	Section B
3. General Terms and Conditions	Section C
4. Payment of Contract Price	Section D
5. Insurance and Bonds	Section E
6. Supplementary Terms and Conditions	Section F
7. Specifications, Drawings and Subcontractors	Section G
8. Price Breakdown	Appendix A
9. Project Construction Schedule	Appendix B
10. Sample Forms	Appendix C

5.2 The Contract Documents shall constitute the entire agreement between the parties relating to the Work and supersedes all previous negotiations, representations or agreements between the parties respecting the subject matter hereof, unless they are incorporated by reference in the Contract.

A6. Notices

- 6.1 Notices in writing between the parties shall be considered to have been received by the addressee on the date of delivery if delivered by hand or the date emailed if sent by email; or if sent by registered or regular post, to have been delivered within five (5) working days of the date mailed, when addressed as follows:

Edmonton Airports:

Edmonton Regional Airports Authority
8th Floor, Central Tower
1000 Airport Road
Edmonton International Airport, AB T9E 0V3

Attention: General Counsel & Governance Office
Email: LegalDeptNotifs@flyeia.com

Contractor:

Attention: Executive in Charge
Email:

or at such address or addresses as may from time to time be notified in writing by the parties hereto.

A7. Enurement

- 7.1 This Contract shall enure to the benefit of and be binding upon the parties hereto, their respective heirs, legal representatives, successors and permitted assigns.

A8. Time of the Essence

- 8.1 Time shall be of the essence.

A9. Survival

- 9.1 Obligations in this Contract extending past the termination or expiration of the Contract shall survive the termination or expiration of the Contract or the provision of the Work.

A10. Execution in Counterparts

- 10.1 Edmonton Airports and the Contractor each acknowledge and agree that the Contract may be executed by the parties hereto in one or more counterparts, each of which when so executed shall be deemed to be an original and each counterpart, together with all counterparts, shall constitute one and the same document. Delivery of an executed copy of the Contract or counterpart hereof by email, or by any other form of electronic submission, by one of the parties hereto to the other party hereto, or its agent or solicitor, shall constitute valid delivery and the party undertakes to execute and deliver to the other part a reasonable number of original copies of the Contract Documents upon request.

A11. Signatures

IN WITNESS WHEREOF the parties have executed this Contract as of the day and year first above written.

EDMONTON REGIONAL AIRPORTS AUTHORITY
by its duly authorized representatives:

Per: _____

Print Name:
Title:

Per: _____

Print Name:
Title:

xxxxxxxxxxxxxxxxxxxxxx
by its duly authorized representatives:

Per: _____

Print Name:
Title:

Per: _____

Print Name:
Title:

Section B

DEFINITION OF TERMS

The following definitions shall apply to all Contract Documents:

“Airport” – means the Edmonton International Airport.

“Certificate of Final Performance” – has the meaning set out in Section C50.

“Change Directive” – is a written instruction prepared by the Project Manager and signed by Edmonton Airports directing a change in the Work within the general scope of the Contract Documents.

“Change Order” – is a written amendment to the Contract signed by Edmonton Airports and the Contractor.

“Consultant” - means such person, including a duly licensed Architect or Engineer, as may be specifically designated by or on behalf of Edmonton Airports upon the award of this Contract, and may include a person employed or affiliated with Edmonton Airports.

“Contract” - the Contract is the undertaking by the parties to perform their respective duties, responsibilities, and obligations as prescribed in the Contract Documents and represents the entire agreement between the parties.

“Contract Documents” – the Contract Documents consist of those documents listed in Section A5 of Articles of Agreement and amendments agreed upon by both parties.

“Contract Price” – means the amount or amounts referred to in Section A4 of the Articles of Agreement.

“Contract Time” – means the time by which the performance of the Work is to be completed as per Subsection A2.5 of the Articles of Agreement.

“Contractor” - is the person, firm or corporation identified as such in the Articles of Agreement and is referred to throughout the Contract Documents as if singular in number. The term “Contractor” means the Contractor or the Contractor’s authorized representative as designated to Edmonton Airports in writing.

“Edmonton Airports” – means Edmonton Regional Airports Authority.

“GST” – means the goods and services tax under the *Excise Tax Act* of Canada as amended or replaced from time to time.

“Materials” - shall, unless the context otherwise requires, mean anything and everything other than persons or the Contractor’s equipment which is manufactured, processed, or transported to the Work site or existing on the Work site, and actually or intended to be incorporated into the Work.

“Project” - means the total construction contemplated by Edmonton Airports, of which the Work under this Contract may be the whole or a part.

“Project Manager” – means such person as may be specifically designated by or on behalf of Edmonton Airports upon the award of this Contract, and may include a person employed or affiliated with Edmonton Airports who is responsible for the supervision of the Work.

“Rejected Work” – has the meaning set out in Section C49.

“Subcontractor” - means any person, firm or corporation having a direct contact with the Contractor for the execution of a part or parts of the Work, or to Supply Materials worked to a special design for the Work.

“Substantial Performance” – shall have the same definition in the lien legislation applicable to the Province of Alberta.

“Supplier” – means a person or entity having a direct contract with the Contractor to Supply Materials not worked to a special design for the Work.

“Supply” – means to acquire or purchase, ship or transport to the Work site, unload, remove packaging to permit inspection for damage, re-package, replace damaged items, and safely store on-site.

“Total Performance of the Work” – means the time at which the entire Work, except those items arising from the warranty provisions, has been performed to the requirements of the Contract Documents and is so certified by the Project Manager.

“Work” - means the total construction and related services required by the Contract Documents, and includes everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract according to the Contract Documents.

“Work site” – is the designated site or location of the Project of which the Work may be the whole or a part.

Section C

GENERAL TERMS & CONDITIONS

Part 1

General Provisions

C1. Intent of the Contract Documents

- 1.1 The intent of the Contract is that the Contractor shall provide all Materials, supervision, labour, equipment and all else necessary for or incidental to the proper execution of the Work in accordance with the Contract Documents unless specifically noted otherwise. The Contractor shall do all the work shown on the Specifications and Drawings and/or described in the Contract Documents and all other things necessary to complete the Work.
- 1.2 Nothing contained in the Contract Documents shall create any contractual relationship between:
- .1 Edmonton Airports and a Subcontractor, a Supplier or their agent, employee or other person performing any of the Work; or
 - .2 the Consultant and the Contractor, a Subcontractor, a Supplier or their agent, employee or other person performing any of the Work; or
 - .3 the Project Manager, and the Contractor, a Subcontractor, a Supplier or their agent, employee or other person performing the Work.
- 1.3 The Contractor shall be solely responsible for construction means, methods, techniques, sequences and procedures and for co-ordinating the various parts of the Work.
- 1.4 The Table of Contents, "Section" headings, "Part" headings, and individual "Section" headings are not considered part of the Contract and are included solely for convenience of reference and are not intended to be full or accurate descriptions of the contents thereof.
- 1.5 If there is a conflict between the documents forming the Contract Documents, the order of priority highest to lowest shall be:
- | | |
|---|-------------------|
| 1. Articles of Agreement | Section A |
| 2. Definition of Terms | Section B |
| 3. Supplementary Terms and Conditions | Section F |
| 4. General Terms and Conditions | Section C |
| 5. Specifications, Drawings and Subcontractors | Section G |
| 6. Insurance and Bonds | Section E |
| 7. Payment of Contract Price | Section D |
| 8. Price Breakdown | Appendix A |
| 9. Project Construction Schedule | Appendix B |
| 10. Sample Forms | Appendix C |
- .1 Drawings of a larger scale shall govern over those of smaller scale of the same date.
- .2 Dimensions shown on the Specifications and Drawings shall govern over dimensions scaled on the Specifications and Drawings.
- 1.6 The Contractor shall review the Contract Documents and shall report promptly to the Edmonton Airports any error, inconsistency or omission the Contractor may discover. Such review by the Contractor shall be to the best of the Contractor's knowledge, information and belief. The Contractor

shall not be liable for damages or costs resulting from such errors, inconsistencies or omissions in the Contract Documents which the Contractor could not have reasonably discovered. If the Contractor does discover any error, inconsistency, or omission in the Contract Documents, the Contractor shall not proceed with such Work affected until the Contractor has received the corrected or missing information from the Project Manager.

- 1.7 The law applicable to the Contract shall be the law in effect in the Province of Alberta. No action in respect of the Contract shall be brought or maintained in any court other than in the Province of Alberta.

C2. Rights and Remedies

- 2.1 The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by Edmonton Airports or the Contractor shall constitute a waiver of any right or duty afforded them under the Contract, nor shall any such action or failure to act constitute an approval or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

C3. Assignment and Subcontracting

- 3.1 The Contract shall not be assigned without the written consent of Edmonton Airports, and neither the whole nor any part of the Work may be subcontracted by the Contractor without the consent of the Project Manager.

C4. Independent Contractor Status

- 4.1 The parties expressly acknowledge that the Contractor is an independent contractor and neither an agency, partnership nor employer-employee relationship is intended or created by this Contract.
- 4.2 The Contractor shall be solely responsible for all matters relating to statutory deduction of all taxes, employment insurance and Canada Pension.
- 4.3 The Contractor shall be solely responsible for all matters relating to leave, remuneration, Workers' Compensation.

C5. Escort Costs, and Contractor's Responsibilities for Escorts

- 5.1 The Contractor acknowledges that completion of the Work will require access to restricted areas of the Airport. Edmonton Airports shall be responsible for the costs associated with security escort requirements for the Project.
- 5.2 The Contractor shall be responsible for coordination and proper management of any security escorts used for the Project, and for arrangement of escort requirements with the escort services provider.
- 5.3 Prior to the commencement of Work, the Contractor shall, if requested by Edmonton Airports, provide a detailed escort plan to Edmonton Airports' designated Project Manager for approval. The plan shall include the number of escorts required, calendar days required, the hours per day, location escorts are required, and escort type.

Any changes to the escort plan shall be approved by Edmonton Airport's designated Project Manager.

- 5.4 Edmonton Airports may, at Edmonton Airports' discretion, charge the Contractor for escort costs incurred which may result from such things including, but not limited to, the Contractor's inability to properly plan escort requirements, any unapproved changes to the detailed escort plan, the Contractor not providing sufficient notice to the escort services provider for escort requests, or cancellation for scheduled escorts.

C6. Parking

- 6.1 The Contractor and the Contractor's employees shall be permitted to park in a designated location free of charge as designated by the Project Manager. Any additional parking requirements must be requested from Edmonton Airports' Parking office. The Contractor shall bear all costs associated with the additional parking requirements.

C7. Public Ceremonies and Signs

- 7.1 The Contractor shall not permit any public ceremony in connection with the Work without the prior consent of Edmonton Airports.
- 7.2 The Contractor shall not erect or permit the erection of any sign or advertising on the Work or the Work site without the prior consent of Edmonton Airports.

C8. Audit

- 8.1 Edmonton Airports shall have the right at any time and from time to time during the performance of the Work and for a period of twelve (12) months after termination of the Contract to require an audit of the books and records of the Contractor relating to the Work.
- 8.2 For the period stipulated in Subsection C8.1, the Contractor shall maintain books and records relating to the performance of the Work, to the extent not delivered to Edmonton Airports pursuant to Subsection C8.1, which shall be available to Edmonton Airports without delay for inspection, review and audit during normal business hours by Edmonton Airports, its agents or other duly appointed representatives. In any event, the Contractor shall supply such copies of books and records as Edmonton Airports may request.

Part 2 Administration of the Contract

C9. Project Manager

- 9.1 Edmonton Airports may designate a Project Manager to act on Edmonton Airports' behalf. The Project Manager shall have access to the Work at all times during its execution and the Contractor will provide the Project Manager with full information and assistance in order that the Project Manager may ensure that the Work is executed in accordance with the Contract.

C10. Interpretation of the Contract

- 10.1 If, at any time before Edmonton Airports has issued a Certificate of Final Performance any question that arises between the parties about whether anything has been done as required by the Contract or about what the Contractor is required by the Contract to do, and, in particular but without limiting the generality of the foregoing, about the following:

- .1 the meaning of anything in the Contract Documents;

- .2 the meaning to be given to the Contract Documents in case of any error therein, omission therefrom, or obscurity or discrepancy in their wording or intention;
- .3 whether or not the quality or quantity of any Materials or Work supplied or proposed to be supplied by the Contractor meets the requirements of the Contract;
- .4 whether or not the labour, or Materials provided by the Contractor for performing the Work and carrying out the Contract is adequate to ensure that the Work will be performed in accordance with the Contract and that the Contract will be carried out in accordance with its terms;
- .5 what quantity of any kind of Work has been completed by the Contractor; or
- .6 the timing and scheduling of the various phases of the performance of the Work,

the question shall be directed to the Project Manager and decided by the Project Manager and Edmonton Airports.

Part 3 Execution of the Work

C11. Co-operation with other Contractors

- 11.1 The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of other contractors' materials and the execution of other contractors' work and shall properly connect and co-ordinate the Work with other contractors' work at no additional cost to Edmonton Airports.

C12. Contractor to Provide

- 12.1 The Contractor shall be responsible to provide equipment, supplies, Materials, and all else necessary in connection with carrying out and performing the Work.

C13. Temporary Supports, Structures and Facilities

- 13.1 The Contractor shall have the sole responsibility for the design, erection, operation, maintenance and renewal of temporary supports, structures and facilities, and the design and execution of construction methods required in their use.

C14. Subcontractors and Suppliers

- 14.1 The Contractor shall preserve and protect the rights of the parties under the Contract with respect to work to be performed under subcontract and shall:
 - .1 enter into written agreements with Subcontractors and Suppliers to require them to perform their work as provided in the Contract Documents;
 - .2 incorporate the terms and conditions of the Contract Documents into all written agreements with Subcontractors and Suppliers; and
 - .3 be as fully responsible to Edmonton Airports for acts and omissions of Subcontractors, Suppliers and of persons directly and indirectly employed by them, as for acts and omissions of persons directly employed by the Contractor.

- 14.2 The Project Manager may, for reasonable cause, at any time, object to the use of a proposed Subcontractor or Supplier, and require the Contractor to employ another suitable Subcontractor or Supplier.

C15. Shop Drawings

- 15.1 Shop drawings are drawings, diagrams, illustrations, schedules, performance charts, brochures, product data, and other data which the Contractor provides to illustrate details of a portion of the Work (the "Shop Drawings").
- 15.2 The Contractor shall provide the Shop Drawings as required by the Contract Documents or as requested by Edmonton Airports acting reasonably.
- 15.3 By providing the Shop Drawings, the Contractor promises that the Contractor has determined and verified all field measurements, field construction conditions, product requirements, catalogue numbers, and similar data; and the Contractor has checked and coordinated each shop drawing with the requirements of the Work and of the Contract Documents. The Contractor shall confirm this promise by stamping, dating, and signing each shop drawing. At the time of providing the Shop Drawings, the Contractor shall notify the Project Manager in writing of any deviations in the Shop Drawings from the requirements of the Contract Documents.
- 15.4 Shop Drawings which require approval of any legally constituted authority having jurisdiction shall be submitted to such authority by the Contractor for approval.

C16. Materials Supplied by the Contractor

- 16.1 The Contractor shall Supply all Materials unless it is expressly specified to the contrary. Materials used in the Work shall meet the requirements of the Contract Documents, or where not detailed on the Contract Documents, shall be to Edmonton Airports' satisfaction. Unless otherwise specified, all Materials shall be new.

C17. Delivery of the Materials

- 17.1 The Materials shall be suitably packaged for shipment by the Contractor at the Contractor's expense. The Materials shall be shipped Free On Board ("FOB") to the Work site, freight prepaid.

C18. Title to the Materials

- 18.1 Subject to Edmonton Airports' right of rejection for any Rejected Work, title and risk of loss for the Materials shall remain with the Contractor until delivery and installation of the Materials to the Work site.
- 18.2 Notwithstanding the foregoing paragraph, title to the Materials which have been Supplied to Edmonton Airports by the Contractor, or paid for by Edmonton Airports in advance of delivery by the Contractor, shall at all times be vested in Edmonton Airports. The risk of loss to these Materials shall remain with the Contractor until they are installed, consumed or otherwise disposed of as surplus, waste or transferred to the possession of Edmonton Airports.

C19. Manufacturer's Specifications

- 19.1 Manufacturer's specifications are drawings, diagrams, illustrations, schedules, performance charts, brochures, product data, and other data which the Contractor provides to illustrate details of the Materials (the "Manufacturer's Specifications").

- 19.2 The Contractor shall provide the Manufacturer's Specifications as required by the Contract Documents or as requested by Edmonton Airports acting reasonably.

C20. Responsibility

- 20.1 The Contractor shall have the sole responsibility for the employment of all Contractor employees, including all manager(s), supervisory personnel, and for all other agents of the Contractor, and shall be responsible for hiring, dismissal, discipline, direction and control of all the Contractor's employees and agents.
- 20.2 The Contractor shall ensure that all the Contractor's employees and agents are effectively supervised.
- 20.3 All supervisors shall be full-time, competent, fully trained, and have an intimate knowledge of the various tasks, equipment and Materials so as to be able to direct and supervise Contractor's employees and other agents of the Contractor and to inspect and monitor all Work being carried out.

C21. General

- 21.1 The Contractor shall cause all Contractor's employees and agents at all times to use adequate care in the performance of the Work.
- 21.2 Edmonton Airports may remove any employee of the Contractor from the Airport without notice where Edmonton Airports reasonably believes such removal to be appropriate in the circumstances.
- 21.3 The Contractor shall notify Edmonton Airports in writing of the existence of any hazardous conditions, property or equipment which are not under the Contractor's control as and when the Contractor becomes aware of same; however, it shall be the Contractor's responsibility to take all reasonable precautions and all precautions prescribed by law against injury to persons or damage to property from any such hazard until any such hazard is corrected by the responsible party.
- 21.4 The Contractor shall at all times be responsible for the safety, adequacy, efficiency and sufficiency of the Contractor's equipment and its method of carrying out and performing the Work.

C22. Facility Alteration Permits

- 22.1 Prior to commencement of the Work, the Contractor shall report to Edmonton Airports' Technical Services Department and shall ensure a Facility Alteration Permit for the Work and every aspect of the method for completion of the Work has been issued.

Part 4 Payment

C23. Payment of Contract Price

- 23.1 The Contract Price will be paid to the Contractor as indicated in Section D

Part 5 Changes in the Work

C24. Changes

24.1 Edmonton Airports, without breaching the Contract, may make changes to the Work consisting of additions, deletions, or other revisions to the Work by Change Order or Change Directive. The Contractor shall proceed with the Work as changed and the Work shall be executed under the provisions of the Contract. No change shall be undertaken by the Contractor, without a Change Order or Change Directive, except in an emergency endangering life or property, and no claims for additional compensation shall be valid unless approved by Edmonton Airports in writing in advance.

24.2 If at any time after the start of the Work directed by a Change Directive, the Project Manager and the Contractor reach agreement on the adjustment to the Contract Price and to the Contract Time, this agreement shall be recorded in a Change Order signed by Edmonton Airports and the Contractor.

C25. Change Order

25.1 When a change in the Work is proposed or required, the Project Manager shall provide a notice describing the proposed change in the Work to the Contractor. The Contractor shall present, in a form acceptable to the Project Manager, a method of adjustment or an amount of adjustment for the Contract Price, if any, and the adjustment in the Contract Time, if any, for the proposed change in the Work. When the Project Manager and the Contractor agree to the adjustments in the Contract Price and Contract Time or to the method to be used to determine the adjustments, such agreement shall be effective immediately and shall be recorded in a Change Order signed by Edmonton Airports and the Contractor.

C26. Change Directive

26.1 If the Project Manager requires the Contractor to proceed with a change in the Work prior to the Project Manager and the Contractor agreeing upon the adjustment in the Contract Price and Contract Time, the Project Manager shall issue a Change Directive. Upon receipt of a Change Directive, the Contractor shall proceed promptly with the change in the Work. The adjustment in the Contract Price for a change carried out by way of a Change Directive shall be determined on the basis of the cost of expenditures and savings to perform the work attributable to the change. If a change in the Work results in a net increase in the Contract Price, an allowance for overhead and profit shall be included. If a change in the Work results in a net decrease in the Contract Price, the amount of the credit shall be the net costs, without deduction for overhead or profit. When both additions and deletions covering related work or substitutions are involved in a change in the Work, the allowance for overhead and profit shall be calculated on the basis of the net increase, if any, with respect to that change in the Work.

C27. Local Conditions

27.1 The Contractor shall, by inspection, examination, calculations or tests, or by any other means, satisfy the Contractor with respect to the local conditions to be encountered and the quantities, quality, and practicability of the Work and of the Contractor's methods of procedure.

27.2 No oral information provided by Edmonton Airports or by any officer, agent or employee of Edmonton Airports, before or after the execution of the Contract, shall excuse the Contractor from the obligation described in Subsection C27.1 or modify Subsection C27.1 in any way.

C28. Failure to Complete on Time

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C29. Incentive to Complete on Time

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Part 6 Default and Termination

C30. Termination or Suspension of the Contract

- 30.1 If the Contractor should be adjudged bankrupt, or makes a general assignment for the benefit of creditors because of the Contractor's insolvency, or if a receiver is appointed because of the Contractor's insolvency, Edmonton Airports may, without prejudice to any other right or remedy Edmonton Airports may have, by giving the Contractor or receiver or trustee in bankruptcy notice in writing, terminate the Contractor's right to continue with the Work.
- 30.2 If the Contractor should neglect to execute the Work properly or otherwise fails to comply with the requirements of the Contract to a substantial degree, Edmonton Airports may, without prejudice to any other right or remedy Edmonton Airports may have, notify the Contractor in writing that the Contractor is in default of the Contractor's contractual obligations and instruct the Contractor to correct the default in five (5) days immediately following the receipt of such notice.
- 30.3 If the default cannot be corrected in the five (5) days specified, the Contractor shall be in compliance with Edmonton Airports' instructions if the Contractor:
- .1 commences the correction of the default within the specified time;
 - .2 provides Edmonton Airports with an acceptable schedule for such correction; and
 - .3 corrects the default in accordance with such schedule.
- 30.4 If the Contractor fails to correct the default in the time specified or subsequently agreed upon, without prejudice to any other right or remedy Edmonton Airports may have, Edmonton Airports may:
- .1 correct such default and deduct the cost thereof from any payment then or thereafter due to the Contractor; or
 - .2 terminate the Contractor's right to continue with the Work in whole or in part or terminate the Contract.
- 30.5 If Edmonton Airports terminates the Contractor's right to continue with the Work as provided in Subsections C30.1 and C30.4, Edmonton Airports shall be entitled to:
- .1 take possession of the Materials and the Work; utilize the Contract Documents, construction machinery, and equipment; subject to the rights of third parties, and finish the Work by whatever reasonable method Edmonton Airports may consider expedient, but without undue delay or expense;
 - .2 withhold further payment to the Contractor until a Certificate of Final Performance is issued;
 - .3 charge the Contractor the amount by which the full cost of finishing the Work and a reasonable allowance to cover the cost of corrections to the Work performed by the Contractor that may be required, exceeds the unpaid balance of the Contract Price; and

- .4 on expiry of the warranty period, charge the Contractor the amount by which the cost of corrections to the Contractor's work under the warranty exceeds the allowance provided for such corrections.
- 30.6 The Contractor's obligation under the Contract as to quality, correction, and warranty of the Work performed by the Contractor up to the time of termination shall continue in force after such termination.
- 30.7 Edmonton Airports may, if conditions arise which make it necessary for reasons other than as provided in Subsections 30.1 or 30.4, suspend performance of the Work or terminate the Contract by giving written notice to that effect to the Contractor identifying the reason for the suspension or termination and the expected length of the suspension. Such suspension or termination shall be effective in the manner specified in the said notice and shall be without prejudice to any claims either party may have against the other.
- 30.8 The Contractor upon receiving notice of suspension or termination from Edmonton Airports shall suspend all operations as soon as reasonably possible except work which, in the Contractor's opinion, is necessary for the safety of personnel and for the care and preservation of the Work or the Materials. Subject to any directions in the notice of suspension or termination, the Contractor shall discontinue ordering Materials, facilities, and supplies and make every reasonable effort to delay delivery of existing orders and, in the event of termination, to cancel existing orders on the best terms available.
- 30.9 During the period of suspension, the Contractor shall not remove from the Work site any part of the Work, or any Materials without the consent of Edmonton Airports.
- 30.10 If Edmonton Airports suspends the Work for thirty (30) days or less, the Contractor shall complete the Work following the end of the suspension in accordance with the schedule, extended only by such time as the Project Manager shall direct. If Edmonton Airports suspends the Work for a period in excess of thirty (30) days and the suspension was not due to an act or omission of the Contractor, the Contractor may request Edmonton Airports to terminate the Contract and such termination shall be without prejudice to any claims either party may have against the other.

Part 7 Dispute Resolution

C31. Mediation and Arbitration

- 31.1 In the event a dispute between Edmonton Airports and the Contractor arises, at any time, from this Contract, such dispute shall be resolved by the following procedure:
- .1 first, by submitting the dispute to the Project Manager for resolution pursuant to Subsection C9.1;
- .2 if such dispute is not resolved pursuant to Subparagraph C31.1.1 above, then secondly by submitting the dispute to a senior management representative for both parties;
- .3 if such dispute is not resolved pursuant to Subparagraph C31.1.2 above, then thirdly by submitting the dispute to mediation;
- .4 if such dispute is not resolved pursuant to Subparagraph C31.1.3 above, then fourthly the parties may mutually agree to submit the dispute to arbitration pursuant to the *Arbitration Act* of Alberta. It is agreed between the parties that any arbitration shall not take place until after

the completion or alleged completion of the Work except (a) on the issue of payment; or (b) in a case where either party claims that the matter in dispute is of such a nature as to make immediate arbitration necessary while the evidence is available;

- .5 if such dispute is not resolved pursuant to Subparagraph C31.1.4 above or if one of the parties does not agree to submit the dispute to arbitration, then either party may pursue whatever other processes are available at law to resolve such dispute.

Part 8 Protection of Persons and Property

C32. Risks

- 32.1 Edmonton Airports will not be responsible in any way for any injury to any person or for any loss of or damages to any property belonging to the Contractor, its directors, officers, agents or employees including any loss or damage caused by theft, breakage, steam, water, rain or snow, or attributable to electric or other wiring or caused by smoke unless such loss, damage or injury was proximately caused solely due to the negligence of Edmonton Airports or its representatives acting within the scope of their duties or employment. Under no circumstances will Edmonton Airports be liable for indirect or consequential damage by reason of interruption to any work or facility or for any business loss.

C33. Injury or Damage to Persons or Property

- 33.1 The Contractor shall use due care and take all necessary precautions to ensure the protection of persons and property and shall comply with the provisions and regulations of the *Occupational Health and Safety Act* of Alberta. The Contractor shall be liable for any and all injury or damage which may occur to persons or to property due to any act, omission, neglect, or default of the Contractor, or of the Contractor's employees or agents.
- 33.2 The Contractor shall, without further order, provide and maintain at all times during the progress or suspension of the Work, suitable barricades, fences, signs, signal lights and flagmen, as are necessary to ensure the safety of the public and those engaged in the Work.
- 33.3 If the Contractor causes any loss or damage to Edmonton Airports' customers, guests, or invitees, the Contractor shall, within 24 hours of being notified of a claim, fully and finally settle any such claim to such customer's, guest's, or invitee's satisfaction.

C34. Property of Edmonton Airports

- 34.1 The Contractor shall be responsible for any loss or damage, excluding reasonable wear and tear, to any property of Edmonton Airports arising out of the performance of the Work whether or not such loss or damage arises from causes beyond the Contractor's control.

C35. Loss, Damage, Theft

- 35.1 Upon becoming aware of any loss, damage or theft, whether caused by any of the Contractor's employees or agents or otherwise, the Contractor will promptly inform Edmonton Airports.
- 35.2 In the event a loss, damage or theft occurs in any area at the Airport in circumstances such that Edmonton Airports reasonably infers that any of the Contractor's employees or agents was responsible or the cause of such loss, theft or damage, the Contractor shall make good such loss, theft or damage.

C36. Environment

- 36.1 The Contractor shall comply with all environmental laws and guidelines in force in the Province of Alberta and in the Dominion of Canada. Environmental laws and guidelines in force (but not limited to) are:
- *Alberta Environmental Protection and Enhancement Act* and Regulations;
 - *Alberta Safety Codes Act*, *Alberta Fire Code Regulation* and *National Fire Code*;
 - *Canadian Environmental Protection Act* and Regulations;
 - *Federal Fisheries Act*;
 - *Airport Vicinity Protection Area Regulation*;
 - *Transportation of Dangerous Goods Act* and Regulations;
 - *Workplace Hazardous Materials Information System ("WHMIS")*;
 - *Pesticide/Herbicide Regulation*;
 - *Petroleum Tank Management Association of Alberta Registration*.
- 36.2 The Contractor shall ensure all the Contractor's and Subcontractors' workers are familiar with and comply with Edmonton Airports' Environmental Standards and Environmental response procedures in case an emergency response is required.
- 36.3 The Contractor shall ensure the Subcontractors and their employees are familiar with and follow all applicable Federal and Provincial laws, codes and guidelines, and are familiar with and follow Edmonton Airports' programs and Standard Operating Procedures pertaining to the Work site.
- 36.4 All property damages caused by the Contractor and Subcontractors to air, land or water shall be immediately reported to Edmonton Airports and to the appropriate Federal and Provincial authorities. The Contractor and Subcontractors shall immediately cease any activity which may have an environmental impact and mitigate the impact to the satisfaction of Edmonton Airports and to the satisfaction of Federal and Provincial authorities.
- 36.5 The Contractor shall appoint a competent worker to ensure all the environmental responsibilities of the Contractor and Subcontractors are fulfilled.
- 36.6 The Contractor and Subcontractors shall have the necessary environmental emergency response plans and training in place to respond to environmental emergencies which may happen due to the nature of the Work.
- 36.7 All environment conditions associated with the Work must be adhered to as stated in the environmental impact assessment for the Work.
- 36.8 All waste material must be managed and contained so as not to cause nuisance odours or cause an attraction to birds and rodents. All waste material must be removed from Edmonton Airports' property. Edmonton Airports' property must be kept clean of debris and material waste. All hazardous materials and waste must be stored, handled, and transported and disposed as per the conditions stated in the WHMIS Material Safety Data Sheets.

C37. Contractor's Use of Premises

- 37.1 The Contractor and the Subcontractors shall be limited in the use of Edmonton Airports' premises to the areas designated for Work and storage.

- 37.2 The Contractor shall comply with all security regulations and procedures established by Edmonton Airports including, where required, the Airport Restricted Area Access Clearance program.
- 37.3 Movement of personnel and equipment will be subject to Airport security regulations and controls.
- 37.4 Movement of the Contractor's vehicles and equipment on "airside" must be in accordance with the provisions of the Airside Vehicle Operators Permit program and Edmonton Airports' traffic directives. Approved escorts may be required for movement of personnel and equipment on airside.

C38. Safety and Security

38.1 The Contractor agrees to:

- .1 comply with all applicable Edmonton Airports' safety and security policies, standards, guidelines, and requirements, including Edmonton Airports' "Construction Security Plan" and "Contractor Occupational Health and Safety Manual" as amended from time to time;
- .2 ensure all the Contractor's workers and Subcontractors' workers are familiar and comply with all Edmonton Airports' safety and security policies, standards, guidelines, and requirements, including Edmonton Airports' "Contractor Occupational Health and Safety Manual" as amended from time to time;
- .3 comply with all laws, regulations, and rules in force in the Province of Alberta and in the Dominion of Canada. Laws, regulations, and rules in force (but not limited to) are:
 - Part II Canada Labour Code;
 - Alberta Occupational Health & Safety Act, Regulation and Code;
 - Workers' Compensation Act and Regulations;
 - Transportation of Dangerous Goods Act;
 - Workplace Hazardous Materials Information System (WHMIS);
 - Criminal Code of Canada;
- .4 be responsible for training the Contractor's employees in all safety laws, regulations, Edmonton Airports' policies, standards, guidelines, and requirements. The Contractor must ensure all the Contractor's workers have safe working conditions, including reasonable hours of work. The Contractor must ensure all workers supplied receive proper job orientation and competency training. All workers must be trained to protect themselves from specific hazards associated with the Work;
- .5 the Contractor shall provide only competent workers who are physically capable of safely performing the Work. Responsibility for worker competency and safe work conduct rests with the Contractor. The Contractor is responsible for closely supervising any of the Contractor's inexperienced workers;
- .6 carry out Work to ensure minimum interference to activities of other parties and give reasonable notice to tenants and users of the Airport of any interruption to service or interference to their activities;
- .7 obtain direction from Edmonton Airports' Project Manager, in case of disagreement or dispute with tenants or users;

- .8 schedule work for non-peak hours when Work may cause serious disruption of service to the Airport.
- 38.2 The Contractor, when identified as the Prime Contractor and having signed acceptance of the responsibilities as the Prime Contractor in accordance with the *Alberta Occupational Health and Safety Act, Regulation and Code* and all regulations thereto, shall carry out those responsibilities. The Contractor shall submit a letter of acknowledgement of those responsibilities to Alberta Labour upon award of the Contract if the Contractor is identified as Prime Contractor.
- 38.3 Without limiting the foregoing, the Contractor shall at all times comply with the provisions of the *Alberta Occupational Health and Safety Act, Regulation and Code*, Part 8 of the National Building Code and Part 8 of the Alberta Building Code, as amended, and all regulations thereto.
- 38.4 In the event of conflict between any of the provisions of above laws or policies the most stringent provision shall apply.
- 38.5 The Contractor shall be responsible for obtaining a copy of Edmonton Airports' "Contractor Occupational Health and Safety Manual". The Contractor shall also ensure that their Safety program meets or exceeds Edmonton Airports' Contractor Occupational Health and Safety Program.
- 38.6 The Contractor shall ensure that any debris remaining in an area on the apron will be picked up and removed immediately. The debris must be stored in a container with a cover that prevents the debris blowing onto the apron, or alternatively, removed to groundside. The Contractor shall ensure that any debris remaining on the apron be secured and prevented from blowing onto or contaminating the apron area.
- C39. Clean Work Site**
- 39.1 The Contractor shall maintain the Work site and haul roads leading to the Work site free of accumulations of waste materials and rubbish. Containers are to be covered with tarps to ensure waste does not leave container during windy conditions or during the movement of containers.
- 39.2 The Contractor shall provide on-site containers (located in approved locations by Edmonton Airports) for collection of waste materials and rubbish.
- 39.3 The Contractor shall conduct cleaning and disposal operations in compliance with all local ordinances and environmental laws.
- 39.4 Only that portion of the Contractor's equipment and that amount of Materials and supplies necessary for the work being performed will be permitted on the Work site at any given time. The Contractor is responsible for the secure storage of the Contractor's equipment, Materials and supplies. The Contractor is solely responsible for any thefts or losses of any of the Contractor's equipment and Materials and supplies. Promptly following the completion of the Work, the Contractor shall remove all the Contractor's surplus products, tools, construction machinery and equipment, unless otherwise directed by the Project Manager.
- C40. Shutdown of Services**
- 40.1 If any shutdown of services (utilities, mechanical systems, fire protections systems, structural facilities, etc.) is required, the Contractor must notify and receive approval from the Project Manager. Shutdown of services is to be kept at a minimum and may require the Work to be

performed outside the normal workday hours. A minimum of one working day is required as advance notice of a shutdown of services.

C41. Building Requirements

- 41.1 To ensure that Airport operations are not adversely affected, the Contractor may have to adhere to a work schedule determined by Edmonton Airports.
- 41.2 All tripping hazards occurring in public or traffic areas must be properly secured, relocated and/or barricaded and signage provided.
- 41.3 Appropriate bilingual signage must be used in all public areas. Signage must be approved by Edmonton Airports.
- 41.4 The Contractor will take all appropriate safety precautions to ensure that the employees, tenants and general public are protected against hassles that may occur in the Work site including providing such protection as: hoarding, barriers, walkways, signage, and acceptable spatial separation.

Part 9 Governing Regulations

C42. Laws, Notices, Permits and Fees

- 42.1 The Contractor shall comply with all laws and regulations, relating to the Work, whether federal, provincial, or municipal, and shall pay for all permits and certificates required in respect of the execution of the Work.
- 42.2 The Contractor will at all times comply with all federal, provincial and municipal statutes, regulations, bylaws and ordinances, and with all rules and regulations of Edmonton Airports with respect to safety, security, construction, maintenance, access or otherwise in place with respect to the Airport.

C43. Federal Goods and Services Tax

- 43.1 GST is excluded from the prices tendered. GST, to the extent applicable, will be shown separately on all invoices and will be paid by Edmonton Airports. The Contractor agrees to include his GST Registration Number on all invoices and to remit to Canada Revenue Agency any GST paid or due.

C44. Builders' Liens

- 44.1 The Contractor shall discharge or cause to be discharged all builders' liens, registered against land and premises on which the Work is being performed or has been performed, arising out of anything done or to be done under the Contract. Such discharge shall be effected by the Contractor forthwith upon demand by Edmonton Airports or the Project Manager.
- 44.2 Notwithstanding anything elsewhere contained in the Contract Documents, the Contractor shall indemnify and hold harmless Edmonton Airports from all demands, damages, costs on a solicitor and his own client basis, losses and actions arising in any way out of any builders' liens, registered against land and premises on which the Work is being performed or has been performed, arising out of anything done or to be done under the Contract.

Part 10 Indemnity, Insurance and Bonds

C45. Indemnity

- 45.1 Contractor shall defend, indemnify and hold harmless Edmonton Airports and all directors, officers, agents, servants and employees of Edmonton Airports from and against any claim, demand, expense (including legal fees and disbursements), lien, award or liability:
- (a) arising from the Supply of Materials and the provision of the Work under this Contract and all related matters, including injury or death to anyone including Subcontractors, loss or damage to property whether belonging to the Contractor or anyone else, any claim or matter in dispute between the Contractor and any Subcontractor, and any failure or deficiency by the Contractor in supplying and providing the Work; and
 - (b) from any claim on account of infringement of any copyright, patent, trademark, industrial design, trade secret or other intellectual property rights, or of any obligation of confidentiality, in connection with the Work or work product or parts or Materials supplied by the Contractor.

C46. Insurance and Bonds

- 46.1 Insurance and Bonds will be provided as listed in Section E

Part 11 Waiver - Warranty

C47. Completion

- 47.1 When the Contractor is of the opinion that the Contractor has completely performed the Work, the Contractor shall submit a written request to the Project Manager that the Project Manager make a final inspection.
- 47.2 The Project Manager will make a final inspection and will estimate the cost to rectify defects and deficiencies.

C48. Inspection of Work

- 48.1 The Contractor shall allow the Project Manager or its duly appointed inspector access and provide adequate facilities for access to any part of the Work at all times.
- 48.2 The acceptance, or lack of comment on the part of the Project Manager of methods of construction employed by the Contractor shall not relieve the Contractor of the Contractor's responsibility for any errors therein, and shall not be regarded as an acceptance of responsibility for Work done by the Contractor.

C49. Rejected Work and Materials

- 49.1 All Materials or Work which do not conform to the requirements of the Contract Documents, are not approved by the Project Manager, or are in anyway unsatisfactory or unsuited to the purpose for which they are intended, will be rejected (the "Rejected Work"). Any Rejected Work, whatever the cause thereof, and without limiting the generality of the foregoing, whether the result of poor workmanship or use of defective Materials, shall be removed within ten (10) days after written notice is given by the Project Manager, and such Rejected Work shall be re-executed by the Contractor. The fact that the Project Manager may have previously overlooked such Rejected Work shall not constitute an acceptance. The removal of the Rejected Work and the re-execution thereof shall be

at the expense of the Contractor and the Contractor shall pay the cost of replacing such Rejected Work which shall include Materials of other contractors' destroyed or damaged by the removal of Rejected Work and the subsequent replacement with acceptable Work. The Contractor shall also reimburse Edmonton Airports for any additional engineering, inspection, testing or other contractors' costs incurred in respect of Rejected Work, whether such Rejected Work is replaced or not accepted at a lower price.

- 49.2 If, in the opinion of the Project Manager, it is not expedient to correct Rejected Work, Edmonton Airports may deduct from the Contract Price the difference in the value between the Work as done and that called for by the Contract, the amount of which shall be determined by the Project Manager, acting reasonably.

C50. Certificate of Final Performance

- 50.1 On the date that:

- .1 the Total Performance of the Work has been completed; and
 - .2 the Contractor has complied with the Contract and all orders and directions pursuant thereto,
- both to the satisfaction of the Project Manager, the Project Manager shall, at the request of the Contractor, issue to the Contractor a certificate of final performance (the "Certificate of Final Completion").

C51. Warranty

- 51.1 The Contractor warrants that:

- .1 The Materials shall be free from defects in workmanship and Materials and shall strictly conform to applicable samples, Specifications and Drawings, or other descriptions and will be free from design defects;
- .2 The Materials shall be fit and sufficient for their intended purpose, shall be of merchantable quality and shall be manufactured from new and unused materials;
- .3 The Materials comply to the standards set forth by Federal, Provincial, and Municipal governments;
- .4 The shipping and handling of any of the Materials designated as hazardous material will be made in accordance with any International, Federal, Provincial and/or Municipal laws, orders, and regulations; and
- .5 The Materials comply with all applicable International, Federal, Provincial and/or Municipal environmental protection laws and regulations.

- 51.2 All warranties given by the Contractor for the Materials hereunder, together with all other warranties and guarantees shall be valid for a period of:

- .1 Twelve (12) months, on all new equipment, parts and labour from the date of Total Performance of the Work.
- .2 Twelve (12) months on all labour required to modify existing equipment and parts from the date of Total Performance of Work.

- 51.3 The Contractor shall be responsible for providing or obtaining any warranties, in respect of the Materials, in excess of one (1) year on behalf of Edmonton Airports from source manufacturers or Suppliers who provide the Materials where such extended warranties have been specified in the Contract Documents:
- .1 Such warranties shall be transferable and shall enure to the benefit of Edmonton Airports;
 - .2 Such warranties shall be issued by the manufacturer or Supplier to the benefit of Edmonton Airports in Edmonton Airports' name; and
 - .3 Documentation of such warranties shall be submitted to Edmonton Airports.
- 51.4 The Contractor shall be responsible for delivering to Edmonton Airports a completed Warranty Information Form, as attached in Appendix C, providing information on applicable warranties related to the Work. The completed Warranty Information Form is to be delivered by the Contractor to Edmonton Airports upon Substantial Performance of the Work and before the Contractor's request for any final payment pursuant to this Contract.
- 51.5 If at any time prior to the expiration of any applicable warranty period, any weakness, deficiency, failure, breakdown or deterioration in workmanship and/or Materials should appear or be discovered in the Materials, or if the Materials do not conform to the terms and conditions of the Contract, Edmonton Airports may, at its option:
- .1 Require the Contractor to promptly replace, redesign, or correct the Rejected Work at no expense to Edmonton Airports; or
 - .2 Edmonton Airports may replace or correct the Rejected Work and charge the Contractor with all expenses incurred by Edmonton Airports.
- 51.6 The same warranty as is herein provided and for the same period shall attach to such replacement Materials or rectified Work and the period shall begin on the date the Project Manager accepts such replacement Materials or rectified Work.
- 51.7 If Edmonton Airports observes through use of the Work, or if it is discovered by tests or inspections of the Work prior to the end of the warranty period, that a deficiency or defect exists in the Materials or workmanship in respect to the Work, Edmonton Airports shall immediately notify the Contractor, by whatever means available, of the defect or deficiency and instruct the Contractor to rectify the fault. Such notification shall be confirmed by Edmonton Airports in writing to the Contractor. In the event that this Rejected Work, in the opinion of Edmonton Airports, must be done immediately to prevent serious damage, injury, or loss of life, Edmonton Airports may perform or cause to be performed, the necessary work and shall notify the Contractor accordingly. Work required under warranty shall, except as otherwise provided herein for emergencies, be carried out by the Contractor or the Contractor's representative within ten (10) days of Edmonton Airports' written instruction to perform such work. In the event that such work is not done by the Contractor within the ten (10) day period, or such period as may be approved by the Edmonton Airports, Edmonton Airports may take whatever action is necessary to have such work done.
- 51.8 The Contractor agrees to defend, indemnify and save harmless Edmonton Airports, its directors, officers, employees, and agents from any liability, loss, costs (including costs on a solicitor and his own client basis) and expenses arising, either directly or indirectly, from breach of any warranty given by the Contractor hereunder.

- 51.9 All costs resulting from the necessity to do work under the warranty, whether it be done by the Contractor, the Contractor's representative, or Edmonton Airports, as provided herein, shall be borne by the Contractor.
- 51.10 The warranty in this Section is in addition to any warranties in favour of Edmonton Airports implied by law.

SAMPLE

Section D

PAYMENT OF CONTRACT PRICE

D1. Application for Progress Payment

- 1.1 The Contractor shall prepare and submit to Edmonton Airports through the Project Manager the following:
- .1 monthly progress estimates;
 - .2 monthly applications for payment; and
- 1.2 If the Contract encompasses more than one Project, the Contractor shall prepare and submit separate progress estimates for each Project.
- 1.3 Monthly applications for payments shall be dated the last day of the monthly payment period agreed to by Edmonton Airports.
- 1.4 The Contractor has submitted written application for payment to:
- Edmonton Airports
Accounts Payable, Finance Dept.
5th Floor, Main Terminal Building
1, 1000 Airport Road
Edmonton International Airport, AB T9E 0V3
- 1.5 The Contractor has provided to Edmonton Airports a Statutory Declaration, dated on or after the Contractor's application for payment, stating that all labour, Materials and services incurred directly or indirectly on account of the Work have been paid for by the Contractor.

D2. Progress Payment

- 2.1 The Project Manager shall review the submitted monthly progress estimate and monthly application for payment and shall consider the following:
- .1 the Work completed since the last monthly payment to the Contractor; and
 - .2 Materials delivered to the Work site since the last monthly payment to the Contractor, but not incorporated into the Work.
- 2.2 As determined by the Project Manager, Edmonton Airports shall pay the Contractor on the Contractor's monthly application for payment:
- .1 for a Unit Price Contract, the product of the unit prices and the units of work completed since the last monthly payment to the Contractor; or
 - .2 for a Lump Sum Price Contract, the product of the percentage of the Work completed since the last monthly payment to the Contractor and the Contract Price.
- 2.3 Edmonton Airports is entitled to deduct from any monthly payment (the "Holdback"):

- .1 an amount equal to the value, as determined by Edmonton Airports, of the Work completed since the last monthly payment to the Contractor which is not in accordance with the Contract Documents;
 - .2 if the *Prompt Payment and Construction Lien Act* of Alberta does apply to the Contract, any amount permitted to be deducted under the *Prompt Payment and Construction Lien Act*; and
 - .3 if the *Prompt Payment and Construction Lien Act* of Alberta does not apply to the Contract, any amount that would have been permitted to be deducted under the *Prompt Payment and Construction Lien Act* if the *Prompt Payment and Construction Lien Act* applied.
- 2.4 Edmonton Airports shall pay the Contractor the monthly payment determined pursuant to Sections D2.2 and D2.3.
- 2.5 The monthly estimates shall not bind Edmonton Airports in any manner in the preparation of the final estimate of the Work done, but shall be construed and held to be approximate only, and shall in no case be taken as an acceptance of the Work or as a release of the Contractor from the Contractor's responsibility therefor.
- 2.6 Monthly payments determined pursuant to Sections D2.2 and D2.3 above, shall be made:
- .1 within Twenty-Eight (28) days following the date on which the information required by Section D1 has been received and approved by Edmonton Airports.
- 2.7 If Edmonton Airports has any objection to the information submitted pursuant to Section D1, then within fourteen (14) days of the receipt of such information, Edmonton Airports shall notify the Contractor of the nature of the objection.

D3. Release of the Holdback

- 3.1 Edmonton Airports shall release the Holdback to the Contractor after the expiry of the statutory period for registering builders' liens under the *Prompt Payment and Construction Lien Act*, provided that:
- .1 the Contractor has submitted an invoice to Edmonton Airports indicating the amount of the Holdback;
 - .2 no builders' liens have been registered in respect of the Work;
 - .3 the Contractor has satisfied all conditions set out in the Certificate of Substantial Performance;
 - .4 Edmonton Airports has approved the release of the Holdback;
 - .5 the Workers' Compensation Board has, at the request of the Contractor, provided Edmonton Airports with a certificate indicating that all assessments due to the Worker's Compensation Board by the Contractor have been paid; such certificate shall be dated after the expiry of the statutory period for registering builders' liens under the *Prompt Payment and Construction Lien Act*; and
 - .6 the Contractor has provided to Edmonton Airports a Statutory Declaration, dated after the expiry of the statutory period for registering builders' liens under the *Prompt Payment and Construction Lien Act*, stating that all Materials and services incurred directly or indirectly on account of the Work have been paid for by the Contractor.

- 3.2 Edmonton Airports may keep as liquidated damages, and not as penalty, the Holdback or any part of the Holdback, representing the payment held back for any Work required for Total Performance of the Work which was not completed by the Contractor within thirty (30) days of Edmonton Airports issuing a Certificate of Substantial Performance.
- 3.3 Delay in making a payment by Edmonton Airports under this Section shall not be deemed to be a breach of the Contract.

D4. Non-Resident Withholding Tax

- 4.1 In the event the Contractor is a non-resident of Canada as defined in the *Income Tax Act* (Canada), Edmonton Airports shall be entitled to withhold from any payment to the Contractor any and all such amounts and in such manner as required under the *Income Tax Act* (Canada). Without limiting the generality of the foregoing, Edmonton Airports shall be entitled to withhold and remit to Canada Revenue Agency, on behalf of the Contractor, fifteen (15%) percent from the payment of any fees for service rendered in Canada. Fees for service shall include all payments for services rendered, including commissions and reimbursements. The Contractor may take whatever actions are required by Canada Revenue Agency to change the requirement of Edmonton Airports to withhold and remit amounts to Canada Revenue Agency, although Edmonton Airports shall not change such withholding until Edmonton Airports has received proper authorization from Canada Revenue Agency.

D5. Extra Work

- 5.1 On extra work authorized by Edmonton Airports, the allowance for overhead and profit, if applicable, pursuant to C24, shall be based on the following schedule and it is acknowledged and agreed by Edmonton Airports and the Contractor that this Section applies to all such extra work and only to such extra work:

- .1 For each extra work request performed by Contractor's own forces, the Contractor shall be entitled to 10% for overhead on the reasonable costs of labour and Materials, and an additional 5% for profit on the foregoing total.
- .2 For each extra work request performed by the Subcontractors, the Subcontractors shall be entitled to 10% for overhead on the reasonable costs of labour and Materials, and an additional 5% for profit on the foregoing total.
- .3 the Contractor shall be entitled to 5% of the Subcontractor's total set out in the Paragraph immediately above for overhead and profits.

In all cases overhead and profit shall be deemed to include all costs, including additional supervision, as-builts, co-ordination, bonding, clean-up, hoisting and photocopying.

Section E

INSURANCE AND BONDS

E1. Insurance to be provided by Edmonton Airports

Without restricting any other responsibility of the Contractor under this Contract, Edmonton Airports shall provide, maintain and pay for the following insurances:

(a) Airport Contractors Liability Insurance
(b) "All Risks" Course of Construction Insurance

- 1.1 In respect of any losses for which coverage is provided under the "all risks" course of construction insurance policy, Contractor hereby waives all rights of recovery which might otherwise exist for its benefit under the Airport Contractors liability policy.
- 1.2 In respect of losses for which coverage is provided under the professional liability policy and only to the extent of such coverage, Edmonton Airports hereby relieves the Contractor from responsibility for any amount in excess of \$ 50,000 per claim.
- 1.3 All policies of insurance provided by Edmonton Airports shall be primary and non-contributing and shall provide that, in the event of a loss or damage, payment shall be made to the Insureds as their interests may appear. A loss or damage shall not affect the rights and obligations of either party under the Contract.
- 1.4 Edmonton Airports shall deliver to the Contractor, at its request after commencement of coverage under policies placed and maintained by Edmonton Airports, certified certificates of insurance evidencing that the applicable policy is in force. Copies of the policies affording the coverages provided by Edmonton Airports will be available for review at Edmonton Airports' office once received from the Insurers. The Contractor shall certify and shall require each of Subcontractors to certify that contract prices exclude all costs of insurance which duplicate the coverages described above and provided by Edmonton Airports. Should the Contractor or any Subcontractor maintain its own insurance, the cost will not be reimbursed by Edmonton Airports.
- 1.5 The principal purpose of the stipulations for insurance in this Contract is the protection of the interests of Edmonton Airports. This Contract stipulates that Edmonton Airports, rather than Contractor, shall provide and maintain insurance as set out herein in order to achieve efficiencies in the cost of the insurance, and so that Edmonton Airports can be assured that such insurance is in fact in place for Edmonton Airports' benefit. Contractor agrees that its claims under policies of insurance provided for under this Contract are subordinated to the full recovery by Edmonton Airports of its claims under such insurance. Contractor shall at the request of Edmonton Airports acknowledge such subordination to the Insurers.
- 1.6 Edmonton Airports does not represent nor warrant the adequacy nor response of the insurances obtained by it in any manner whatsoever and the Contractor shall hold harmless and indemnify Edmonton Airports from any loss or damage arising directly or indirectly through or in any manner associated with Edmonton Airports' duties, actions or inactions in relation to the insurances described in this Subsection.

Notwithstanding the amount of the deductible under insurances provided by Edmonton Airports, it is agreed that:

- (a) With respect to coverage provided under the Airport Contractors liability insurance policy:

- (i) the first \$ 50,000 of each and every occurrence, excluding adjusting costs and defence fees, in respect of third party property damage shall be for the account of the Contractor.
- (ii) the first \$ 50,000 of each and every occurrence, including adjusting costs and defence fees, in respect of third party bodily injury shall be for the account of the Contractor.

However, in the event of an occurrence involving the application of both the above deductibles, then one of the deductibles shall be applied as an aggregate deductible for all losses arising out of that occurrence.

- (b) In respect of losses for which coverage is provided under the "all risks" course of construction insurance policy and only to the extent of such coverage, Edmonton Airports hereby relieves Contractor from responsibility for amounts in excess of \$ 50,000 per claim., with the exception of the following: 1) Property in the course of construction shall mean construction of new, stand-alone buildings, structures, equipment or facilities whether at new or existing sites, but it shall not include additions, extensions, alterations, improvements or repairs; the deductible for additions, extensions, alterations improvements or repairs is \$100,000 per claim; and 2) the deductible with respect to the peril of flood and earthquake is \$250,000 for each and every loss for which coverage is provided under the "all risks" course of construction insurance policy.

(a) Airport Contractors Liability Insurance

Airport Contractors liability insurance for the benefit of Edmonton Airports, the Contractor, Subcontractors, consultants and such other persons, firms and corporations as Edmonton Airports may determine with a limit of liability in an amount that Edmonton Airports may reasonably provide per occurrence for bodily injury, death and damage to property, including policy extensions commonly referred to as products liability, completed operations, blanket contractual, Contractor's protective, personal injury, occurrence property damage, explosion, collapse and underground damage. This policy will include a cross liability clause, a breach of conditions clause and a 30 days' notice of cancellation clause. This policy will be maintained continuously from commencement of the work until Total Performance of the Work.

(b) "All Risks" Course of Construction Insurance

"All risks" course of construction insurance for the benefit of Edmonton Airports, the Contractor, Subcontractors, consultants and such other persons, firms or corporations as Edmonton Airports may determine, insuring not less than the estimated completed value of all insured property or such amounts as Edmonton Airports may determine, including coverage for "all risks" of physical loss or damage to all materials, structures, property and equipment entering into or intended for the work or alterations thereto, while anywhere in Canada or the continental United States of America, including while in temporary storage, and while being transported anywhere in Canada or the continental United States of America and at the site during or pending construction, erection and installation, subject to such exclusions, sublimits and conditions as Edmonton Airports and the insurer may determine, including a waiver of subrogation against all insured parties. This policy shall be maintained continuously from commencement of the work until Substantial Performance of the Work.

E2. Insurance to be Provided by the Contractors

Contractor shall provide, maintain and pay for the following insurances:

(a) Contractor Equipment Insurance
(b) Automobile Liability Insurance

- 2.1 Contractor, by way of contract, shall require each of Subcontractors to provide, maintain and pay for the insurances equivalent in scope and terms (including as to notice and waiver of subrogation) to those required of the Contractor by this Subsection.
- 2.2 The Contractor, by way of contract, shall require each of Subcontractors to assent to and comply with all duties, obligations, releases and indemnities, all as to Edmonton Airports, as set out in this Subsection.
- 2.3 All insurances to be provided by Contractor and Subcontractors shall be primary and non-contributing and shall be maintained continuously from the commencement of the services until ten (10) days following the date of Total Performance of the Work.
- 2.4 Contractor shall provide Edmonton Airports with copies of all certificates of insurance to be provided by Contractor or Subcontractors, as the case may be. Approvals of any policy of insurance by Edmonton Airports shall in no way relieve Contractor of its obligations.
- 2.5 If Contractor fails to provide, maintain or pay for insurances as herein required, Edmonton Airports shall have the right, but not the obligation, to provide, maintain and pay for such insurances and give evidence thereof to Contractor, in which case the cost thereof shall, at the option of Edmonton Airports, be payable by Contractor to Edmonton Airports on demand or Edmonton Airports may deduct such costs from monies which are then or thereafter become due and payable to Contractor under the Contract.

(a) Contractor Equipment Insurance

"All risks" Contractor equipment insurance covering owned and non-owned mobile equipment, property and construction tools, machinery and equipment used by the Contractor for the performance of the work, including boiler insurance on temporary boilers and pressure vessels, in a form and with insurers reasonably acceptable to Edmonton Airports and prohibiting subrogation against Edmonton Airports and any party insured by a policy provided by Edmonton Airports pursuant to this General Conditions section and endorsed to provide Edmonton Airports with not less than 30 days' prior notice by registered mail in advance of cancellation, material change or amendment restricting coverage.

(b) Automobile Liability Insurance

Automobile liability insurance with respect to automobiles used directly or indirectly in the performance of the Work and which are owned, leased, or used by the Contractor and covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000 inclusive for each and every loss, in a form and with Insurers' reasonably acceptable to Edmonton Airports and providing for not less than thirty (30) days prior notice by registered mail in advance of cancellation, material change or amendment restricting coverage. The automobile liability policy may contain exclusionary language relative to liability incurred while vehicles are operating Airside.

E3. Workers' Compensation

- 3.1 The Contractor shall at all times pay or cause to be paid any assessment or compensation required to be paid pursuant to the Workers' Compensation Act and upon failure to do so, Edmonton Airports

may pay any such assessment or compensation to the Workers' Compensation Board and the amount of such payment shall, at the option of Edmonton Airports, be payable by the Contractor to Edmonton Airports on demand or Edmonton Airports may deduct the amount of such payment from any monies then or thereafter becoming due and payable to the Contractor under this Contract. The Contractor shall at the time of entering into this Contract, deliver to Edmonton Airports a statutory declaration sworn by a director or officer of the Contractor stating that all assessments or compensation payable to the Workers' Compensation Board have been paid and Edmonton Airports may at any time during the performance and upon completion of the Work require a further similar statutory declaration. The Contractor unconditionally guarantees to Edmonton Airports' full compliance with the conditions, regulations and laws relating to Workers' Compensation by itself and by all Subcontractors.

E4. Bonds

[intentionally left blank]

Section F

SUPPLEMENTARY TERMS AND CONDITIONS

The following supplementary terms and conditions apply to the Contract:

SAMPLE

Section G **SPECIFICATIONS, DRAWINGS AND SUBCONTRACTORS**

The Contractor agrees that the Work is represented in whole or in part and the Work is to be completed in accordance with the Issued for Construction Specifications and Drawings listed below:

G1. List of Specifications

(a) Specifications consisting of the following:

G2. List of Drawings

(a) Drawings consisting of the following:

G3. List of Subcontractors

The Contractor acknowledges that it is the Contractor's intention to subcontract with the following subcontractors (the "Subcontractors"), which Subcontractors the Contractor believes, following investigation, to be reliable and competent for the performance of the part of the Work indicated. The Contractor acknowledges that the rest of the Work shall be completed by the Contractor.

<u>Description</u>	<u>Name of Subcontractors</u>
---------------------------	--------------------------------------

APPENDIX A

PRICE BREAKDOWN

SAMPLE

APPENDIX B

PROJECT CONSTRUCTION SCHEDULE

SAMPLE

APPENDIX C

SAMPLE FORMS

- Change Order
- Substantial Performance
- Total Performance of the Work
- Warranty Information Form



ERAA Corporate Forms (Amended Dec 2016)
Distribution: Originals – Contractor, Contracts, Infrastructure, Finance



Substantial Performance

Date:	Contract No:	Project No:
Contractor:		Substantial Performance Date:
Description:		Project Manager:
The undersigned hereby certify and agree that the Work (or designated portion thereof) as described in the subject Contract Documents between Edmonton Airports and _____ (the Contractor), is substantially complete and acceptable for the purpose of its intended use. This Certificate has been made to the best of the Consultant's knowledge, information and belief. It does not constitute an acceptance of any work not in accordance with the requirements of the Contract (and not listed as a deficiency on the attached list) whether or not such defect or deficiency could have been observed or discovered during construction. A list of deficiencies (if applicable) and description of the designated area are appended as Attachment 1. The Contractor and their Subcontractors shall continue to correct deficiencies and work towards Total Performance of the Work. Completion of the deficiencies is a precondition to the issuance of a Certificate of Total Performance. The estimated value of the deficiencies of \$_____ has been retained by Edmonton Airports. Holdback monies withheld under the Contract for the Substantially Performed Work are due and payable in accordance with the given time period as required by Alberta statute. Total Contract value (inclusive of Change Orders and Amendments) \$ _____ Total Contract value completed to date (less any outstanding deficiencies as indicated in Attachment 1 and any liquidated damages as per Section C28 of the \$ _____ Contract): Lien holdback to date (as attached) \$ _____ The 60 day lien holdback release amount will be: \$ _____		
Contractor (signature)		Date
Consultant (signature) if applicable		Date
Project Manager (signature)		Date



Total Performance of the Work

Date:	Contract No:	Project No:
Contractor:.		Final Performance Date:
Description:		Project Manager:
• The Contractor hereby certifies and agrees that Total Performance of the Work has been achieved as described in the subject Contract documents is complete and free of deficiencies. The Contractor shall save and hold harmless and indemnify Edmonton Airports from any cause of action or any proceedings take by third parties respecting the Contract, and more particularly, the Contractor shall save and hold Edmonton Airports harmless and indemnify Edmonton Airports from any actions or proceedings taken by Subcontractors or Suppliers of the Contractor , or any union local claims, including all actions, or causes or actions, trust claims, claims for lien or any proceedings that may be taken in future by any third parties as a result of the Contract. "Total Performance of the Work" – means the time at which the entire Work, except those items arising from the warranty provisions, has been performed to the requirements of the Contract Documents and is so certified by Edmonton Airports' Project Manager. All funds held to be released.		
Contractor (signature)		Date
Consultant (signature) if applicable		Date
Project Manager (signature)		Date



Project Inspection and Acceptance

(Total Performance of the Work)

Date:		Contract No:		Project No:	
Contractor:			Final Performance Date:		
Description:			Project Manager:		
The undersigned have inspected the contracted Work and recommend issuance of Total Performance of the Work. Signatures must be by a registered Professional Architect/Engineer					
Consultant	Name of Professional	Signature		Date	
Engineering and Operations					
Discipline	Name	Signature		Date	
ERAA Sponsor:					



ASSET ADDITION AND WARRANTY INFORMATION FORM

Section 1 – to be completed by Contractor/Vendor

NAME OR DESCRIPTION OF EQUIPMENT, COMPONENT OR ITEM*	
MAKE AND MODEL*	Make: Model:
SERIAL NUMBER (if applicable)*	
WARRANTY COVERAGE PERIOD OR DURATION	Start Date: End Date: Other Duration, if applicable (hours, miles, etc.)
ADDITIONAL WARRANTY DETAILS (refer to any attached documents for additional information on this warranty)	
SPECIFY WHAT ACTION MUST BE TAKEN BY EDMONTON AIRPORTS TO INITIATE THE WARRANTY CLAIM FOR THIS EQUIPMENT, COMPONENT OR ITEM:	
NAME OF COMPANY HANDLING WARRANTY CLAIM	
CONTACT PERSON	
CONTACT PHONE NUMBER OR EMAIL	
ATTACHMENTS / SUPPORTING INFORMATION:	WARRANTY CERTIFICATE(S) ☐ TRANSFER DOCUMENT (IF APPLICABLE) ☐ INVOICE COPY ☐ OTHER INFORMATION (SPECIFY):

Section 2 – for Edmonton Airports use only

LOCATION OF THE WARRANTY ITEM	
DEPARTMENT TO CONTACT REGARDING THIS ITEM	
SUPPLY CHAIN CONTACT FOR ANY QUESTIONS RELATED TO THIS WARRANTY	
PURCHASE ORDER NUMBER	
ADDITIONAL INFORMATION / COMMENTS:	
<u>ROUTING:</u> Email completed form to the Maintenance Centre at mcentre@flyeia.com Attach copy of this form to the Purchase Order	

*NOTE: COMPLETE THE 'STARRED' SECTIONS ONLY IF THERE IS NO WARRANTY FOR THE ASSET



Terminal expansion airside view

Edmonton Airports

Construction Security Plan

Revision: 8

Published: January 20, 2023

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1. INTRODUCTION

This security construction plan describes policies and procedures to be followed by the Prime Contractor (PC), their sub-contractors and their employees; the Edmonton International Airport (EIA); approved security providers and other involved entities. The plan identifies operational, safety and security procedures required for ongoing construction projects at Edmonton International Airport. It also emphasizes the necessary interface with operational groups, including air carriers and tenants while construction is being planned and completed.

The Prime Contractor (PC) and associated sub-contractors will be required to follow all Canadian Aviation Security legislation and the EIA's plans, rules and regulations as they relate to safety and security.

1.1 Glossary

The following are short forms or standard terms that may be used within the documentation.

Item	Definition
ATB	Air Terminal Building
AVOP	Airside Vehicle Operators Permit
CM	Construction Manager
COT	Combined Office Tower
CUP	Central Utilities Plant
EIA	Edmonton International Airport
EMC	Executive Management Committee
FOD	Foreign Object Damage
FTR	Fail to Return
ICAO	International Civil Aviation Organization http://www.icao.int/
MAP	Million Annual Passengers
NOTAM	Notice to Airmen
PBB	Passenger Boarding Bridges
PMO	Project Management Office
PSL	Primary Security Line
RAIC	Restricted Area Identification Card
RFP	Request for Proposal
TC	Transport Canada
Access Control Point	means an opening in the Security Barrier which provides access to designated airport restricted areas
Aerodrome Operator	The local authority responsible for operating Edmonton International Airport - the Edmonton Regional Airports Authority
Air Carrier	An aircraft operator conducting a commercial air service for the

	transportation of passengers, cargo or mail
Airport	An aerodrome in respect of which a Canadian Aviation document is in force - The Edmonton International Airport
Airside	That area of an airport intended to be used for activities related to aircraft operations and to which public access is restricted
Apron	A defined area on a land aerodrome intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refuelling, parking or maintenance
Baggage Sortation Area	An area of the air terminal building or of a building under the control of an air carrier in which baggage that has been accepted for transportation by air carriers is sorted and stored
Civil Aviation Security	The provision of facilities, equipment, resources and services in support of aircraft security, apron/airside security and security to protect persons and assets
Landside	The area of the airport that is a non-restricted area and is accessed by the general public without security controls
Restricted Area	An area at an aerodrome identified by a sign as an area to which access is restricted to authorized persons
Restricted Area Access Point	A point in a security barrier at which an access control system is in place that controls access to a restricted area from a non-restricted area
Temporary Restricted Area Pass	A document or other piece of identification approved or issued by or under the authority of an aerodrome operator authorizing its holder to have access to a specific restricted area during a specified period
Restricted Area Identification Card	A document of entitlement that is issued or approved by an aerodrome operator as authorization for a person to enter or remain in a restricted area
Security	In this plan security is used in reference to all aspects safeguarding civil aviation against acts of unlawful interference
Security Barrier	A physical structure or natural feature used to prevent or deter access by unauthorized persons to a restricted area, commonly referred to as the Primary Security Line
Security Personnel	Persons employed at an aerodrome to provide services aimed at preventing unlawful interference with civil aviation or ensuring that appropriate action is taken where that interference occurs or is likely to occur
Weapon	Anything used or intended for use in causing death or injury to persons, whether designed for such purpose or not, or anything used or intended for use for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes any firearm

2. PROJECT REQUIREMENTS

This plan sets out EIA's requirements with respect to maintaining security during construction. This includes:

- the involvement of EIA Security at construction meetings for necessary co-ordination of security with planned construction activities
- ensuring minimum disruption to airport operations at EIA
- adherence to new or existing procedures and Canadian Aviation Security Regulations
- proper isolation of the construction site
- suitable safety and security at the construction site
- approved access measures for the site
- emergency procedures and response

Additional information is contained in the Construction Safety Management Plan.

The Prime Contractor responsible for construction activity will be required to develop and implement a specific "Security Construction and Operations Interface Plan" for approval by the EIA. These plans will detail how the above noted requirements will be achieved.

In addition the PC will follow instructions, complete and forward necessary checklists noted in Sections 11.2 and 11.3. The checklists were assembled for the convenience of the Prime Contractor and are not to be taken as a comprehensive listing of all items that need to be considered.

2.1 Responsibilities

The following parties have specific responsibilities for security at EIA during construction projects.

2.1.1 **Edmonton International Airport is responsible for:**

- attending all applicable construction meetings when there are security issues on the agenda and providing guidance to the PC
- coordination of airport operations
- review and approval of the Prime Contractor's site specific "Security Construction and Operations Interface Plan"
- compliance monitoring of PC plans
- notifying the local Transport Canada Security Inspector(s) about the status of relevant construction security issues
- administering the application process for Transportation Security Clearances and providing all necessary Restricted Area Identification Cards and Temporary Airport Security Passes
- ensuring only EIA approved security contractors are used by the PC for access control into the restricted area and security escorts
- ensuring only EIA approved security contractors are used by the PC for the temporary issuance of Security Passes on behalf of the EIA Pass Control Office
- making certain that certified Access Control Officers employed at access control points are in possession of current Fail to Return (FTR) lists
- issuing Airside Vehicle Operating Permits upon successful training and testing

- providing mandatory security awareness training for personnel requiring a Transportation Security Clearance
- issuing Airside Vehicle Operators Permits (AVOPs) to successful trainees
- creating and providing or facilitating a Security PowerPoint Show for use by the Prime Contractor during the PC's Site Safety and Security Orientation" sessions

2.1.2 The Prime Contractor is responsible for:

- ***Prime Contractors are responsible for monetary costs related to security badges, staffing of additional access control points into the restricted area, vehicular or worker security escorts in the restricted area, additional fencing, gates, locks, regulatory signage and their own site safety and security requirements.***
- developing and implementing a site specific "Security Construction and Operations Interface Plan"
- completing and submitting the Project Planning checklist noted in Section 11.2
- conducting ongoing construction meeting s meetings and ensuring all required parties are in attendance
- obtaining approval in advance from EIA for any changes to the Primary Security Line (PSL) and following all instructions of EIA in relation to moving or temporarily opening the PSL including submitting the checklist noted in Section 11.3
- ensuring that any opening in the PSL is guarded and access is controlled by properly trained contract security personnel
- if security contractors are necessary, only EIA approved security contractors will be used for any activity in the restricted area
- making payment to appropriate parties for construction related security services
- adherence to security legislation and all applicable EIA policies and procedures
- contacting the EA Security Coordinator and Airport Security Operations Manager, and following all directions related to signing authority, applications for a Transportation Security Clearance and rules and regulations related to Restricted Area Identification Cards and Temporary Airport Security Passes
- providing safety and security orientation to each worker before they access the site
- fencing the construction site, inspecting the fence and patrolling the site to prevent vandalism/ theft and conducting fire picket surveillance
- providing safety and security orientation identification stickers for workers who have attended the safety and security orientation
- ensuring strict control measures for tools and materials that might be accessible to departing passengers
- obtaining Transportation Security Clearances for personnel who will require airside access on an ongoing basis (in excess of 3 months)
- ensuring that each employee that is required to drive airside on a continual basis obtains an AVOP; contact the EIA Superintendent, Airside Electrical
- adhering to EIA safety policies as described in "EIA Requirements for Safe Work"
- controlling and removing Foreign Object Debris (FOD) – see Section 7

2.1.3 The Royal Canadian Mounted Police Detachment at EIA:

- is the police agency of jurisdiction for all policing incidents related to this project
- will be the first responders to any incidents requiring police response
- will manage all incidents which may be criminal offences

2.1.4 Contracted Security is responsible for:

- ensuring that only properly trained and certified Access Control Officers are employed for the purposes of safety and security
- ensuring the integrity of the Primary Security Line
- issuing short term Temporary Airport Security Passes onsite on behalf of the EIA Pass Control Office
- providing access control and escort services
- other duties that might be required such as construction site access, fire picket etc.
- Ensuring that only properly trained and qualified [AVOP / ROC-A] Security Personnel are employed for the purposes of facilitating airside escorting requirements

2.1.5 Transport Canada

In general, Transport Canada (TC) is responsible for establishing National Regulations, Legislation, Standards and Guidelines governing the security practices of Aerodrome Operators and the Air Carriers. These initiatives are consistent with worldwide standards established by the International Civil Aviation Organization (ICAO). The TC Security and Emergency Planning Group in Ottawa plans and directs the development, implementation and enforcement of all Canadian Government security legislation and policy related to the air transportation system. This includes a range of physical, technical, administrative and enforcement security measures designed to monitor and control access within airports and to identify and respond to threatening situations.

Transport Canada Security Inspectors at EIA will:

- monitor the construction site and construction activity to ensure compliance with the Canadian Aviation Security Regulations
- ensure construction activity does not impact the safety or security of civil aviation
- issue violation notices to individuals or corporations as required

3. ISOLATION OF CONSTRUCTION SITE

EIA operates 24 hours per day with ongoing aircraft, gate allocation and apron activities. The Prime Contractor must be cognizant of airport operations to ensure that construction activities and flight operations **do not** interfere with one another. The safety and security of construction workers, airport employees and flight operations will be paramount. Minimizing any disruption and enhancing safety and security will be achieved (when possible) by separating construction activity by a fence or construction hoarding from operational landside and/or restricted airport areas. Construction hoarding and perimeter fencing/gates which form part of the primary security line must meet Transport Canada legislated requirements.

3.1 Access To Site

The Prime Contractor will designate an entrance to the site which will be used for equipment, building materials and construction worker access. A security control point at the site entrance will be staffed by an approved security contractor if the entrance provides access into the restricted area. Either an approved security contractor or the Prime Contractor's personnel will control site access if construction activity is in the landside area.

Access control will ensure:

- only authorized personnel access the restricted area and/or landside construction area
- necessary security credentials (a Restricted Area Identification Card or Temporary Airport Security Pass) are verified and visibly worn in the restricted area
- Prime Contractor's Identification is presented when entering the landside construction site
- emergency access is kept clear
- deliveries are escorted to the proper staging area, and
- the site perimeter is always secured

3.2 Fence Specifications – Landside Construction

A security barrier constructed of chain link fence (or alternative, approved by EIA) will surround the construction site and any corridor leading to the construction site. Fencing around the construction site and the corridor is intended to:

- deter access by unauthorized persons into the landside construction site
- prevent the passing of weapons, explosives or incendiary devices into the restricted area from a landside construction site
- protect the assets of the Prime Contractor until construction is complete and accepted by EIA

3.2.1 Description of Legislated Perimeter Fence/Security Barrier

The overall height of the fence is a minimum of 2.43 metres. The fence is comprised of the following elements:

- chain-link fence at least 2.13m high
- V topping three strands of barbed wire on each side of the V with a 0.3m high overhangs.

Current fence, gate specifications, padlock requirements and fence lighting standards are noted at the end of this document and also available from the EIA Director, Safety & Security.

Note: Construction materials and equipment must remain a minimum of 1 metre from the inside of the fence and 3 meters from the outside. Staging areas must adhere to this requirement and snow must not be piled or allowed to accumulate against any security fence.

Any movement or temporary opening in the PSL must be coordinated and approved by appropriate EIA security personnel to ensure that electronic security installations are not damaged and security is not compromised. This will make certain that airport operations are not interrupted in any way and that EIA Security advises Transport Canada when necessary. The prime contact regarding the restricted area fence is the EIA Director, Safety & Security.

3.2.2 Obstruction Lighting

A red, omni-directional obstruction light must be installed on those portions of the fence adjoining the apron areas anywhere a wing tip of an aircraft may travel adjacent to the fence line. The lights will be positioned just above the barbed wire segment of the fence (usually on one of the posts) and spaced as per instructions received from EIA. Normally lights are installed about every 30m to 60m spacing on the fence where it parallels a taxi-lane or gate. Additional information is available from the EIA Manager Airside Maintenance.

3.2.3 Security and Construction Signage

Signs will be mounted along the PSL and will be installed with advice from airport security personnel so that Transport Canada requirements are met. The signs must not be obstructed in any way and will be erected at all access locations and intervals no greater than 150m along the fence.

All signage must be displayed in both Official Languages, or approved graphic and individual fence/gate signs will indicate:

- No Smoking
- Restricted Area – Authorized Personnel Only
- No Trespassing

Signs indicating “No Trespassing” are the minimum security requirement for a landside construction fence. Safety signage is also required.

In addition to the fence, 15 km/hr speed limit signs will be mounted at each end of any access corridor. No Parking signs will be placed along the access corridor. A sign will also be mounted on all gates into the construction site with the following message: “Keep Clear, Emergency Gate”.

Current signage specifications are available from the EIA Director, Safety and Security.

4. PARKING

4.1 General

Onsite parking will be designated for key construction and management personnel and will be properly signed and located in an area so that deliveries to the site and emergency access are not affected.

Parking for worker's private motor vehicles will be determined after consultation with EIA. Parking fees may be applicable and it may be necessary to use dedicated transportation for construction employees from a construction worker's parking lot to the construction site entrance.

Assistance can be obtained from the EIA Director, Parking and Ground Transportation.

5. SECURITY ISSUES

This section describes measures the PC must take to comply with Transport Canada and EIA security requirements.

5.1 Restricted Area Identification Card (RAIC) And Temporary Airport Security Pass

EIA is continually audited by Transport Canada Security Inspectors to ensure that all Restricted Area Identification Cards, Temporary Airport Security Passes and Proximity Security Cards are accounted for. Therefore, there is an administrative fee of \$300.00 plus GST for each individual RAIC, security pass and proximity card that is not returned to the EIA Pass Control Office. ***It is the responsibility of the employer to ensure all security cards and passes are returned.***

The Prime Contractor and all sub-contractors will do everything possible to ensure all Restricted Area Identification Cards and Temporary Airport Security Passes are returned to the EIA Pass Control Office when the employee completes their employment, or their employment is terminated. EIA will invoice the PC \$300.00 for each RAIC or Temporary Airport Security Pass that is not recovered from the employee and immediately returned to Pass Control.

It is strongly recommended that the Prime Contractor and sub-contractors collect / hold \$300.00 from each employee upon receipt of their Temporary Airport Pass or Restricted Area Identification Card; otherwise, the Prime Contractor and sub-contractor's signing authority for RAIC and Security Passes is obligated to reimburse EIA.

5.1.1 Construction In the Restricted Area

The PC must comply with security legislation during any construction in the airport restricted area including inside the Terminal Building and Airside. Entry into the restricted area is allowed only for those in possession of a RAIC or Temporary Airport Security Pass. The "security controls" associated with some temporary passes requires that a security escort remain with the temporary pass holder at all times. Onsite Transport Canada security inspectors will enforce legislation and construction workers and their companies will be fined for non-compliance and personnel will be escorted from the construction site restricted area.

Early in the construction process contractors should determine what staff will need ongoing access, in excess of 3 months, into the restricted area and then take the necessary administrative steps to obtain a Transportation Security Clearance and necessary RAIC. At this time there is no cost for the security clearance process or initial issue of a Temporary Airport Security Pass (while waiting for the clearance) or the RAIC.

The EIA procedures for clearances and RAIC or Pass issuance are comprehensive and comply with considerable security legislation. The PC should contact the EIA Director, Safety & Security and the Airport Security Operations Manager for information and assistance.

5.1.2 Mandatory Security Escorts in the Restricted Area

Workers who do not obtain a Transportation Security Clearance and RAIC will be required to obtain and display a Temporary "escort required" Security Pass. Workers must at all times be under the surveillance and control of a qualified escort. Failure to comply will result in fines (up to \$3000.00 per person per incident) and expulsion.

The Prime Contractor's security representative and designated airport security contractor will be responsible for ensuring escorts and surveillance is available as required. All escort requirements are at the expense of the PC; therefore, a cash allowance should be included in response to tenders to cover anticipated costs.

The EIA Director, Safety and Security and the Airport Security Operations Manager can provide the current billing rate for escort services from approved EIA contractors.

5.2 Changes To The Primary Security Line (PSL)

Legislation requires EIA to advise Transport Canada **in advance** prior to beginning any construction or effecting any change to the physical and structural security systems in place. Therefore, the Prime Contractor can not arbitrarily make any changes such as moving the Primary Security Line, which includes specific fences, gates, walls and mandatory signage. Changes to the PSL will be planned at least **72 hours in advance** so that appropriate authorities and stakeholders can be advised. Exceptions may be possible, but will be considered on a case by case basis.

All such activities will be approved in advance by EIA airport security personnel through the office of the EIA Director, Safety & Security or EA Security Coordinator. Transport Canada must be formally advised and their concerns addressed before changes to the PSL are initiated.

5.3 Site Security

After construction hours the gate at the entrance to the construction corridor will be locked. If necessary a security guard or other responsible individual(s) will be employed to patrol the construction site to prevent vandalism and theft and conduct fire picket surveillance. The EIA will also include an inspection of the perimeter fence during patrols.

6. DELIVERY AND STORAGE OF MATERIAL

6.1 General

Construction materials brought onto the site will be delivered through the access corridor and stored within available site space. Some storage of materials may be required off site and this will be the responsibility of the PC. Materials that cannot be stored onsite will be placed within a designated compound which must be at least 3 metres away from the security fence, and as necessary, properly secured to prevent vandalism and theft.

7. OPERATIONAL CONSTRAINTS AND SPECIAL PROCEDURES

This section describes special procedures that will be carried out by the PC and EIA during construction and airport operations.

Five areas are considered:

- aircraft operations adjacent to the construction site
- baggage services and access to sortation areas
- emergency exits
- control of debris contributing to foreign object damage (FOD)
- snow removal on the construction site

7.1 Aircraft Operations

The construction site and related activity must not infringe on aircraft operations. All contractors must adhere to Edmonton Airport's Hot Works Permitting Program and pre-plan this activity to ensure aircraft are not parked adjacent to welding activity and fuelling is not in progress. The EIA construction standard must be followed in relation to all hot works.

7.2 Baggage Service And Access To Sortation Equipment

Air Carrier baggage activity includes the "drive through concept" to accommodate long lines of baggage carts and containers which are towed by tractors and are not suitable for reversing inside the Terminal baggage sortation area. Construction activity must not compromise security of checked baggage or interfere with the sortation or loading of baggage. Construction activity must ensure this need is provided for in consultation with EIA Operations who will approve other suitable temporary operational procedures.

7.3 Emergency Access/Exit

There are two areas of concern relating to emergency access for responding agencies. There must be a minimum of two vehicle access routes into the site which are **kept clear** at all times and signage must be installed to designate the emergency routes. The two designated emergency access routes are required for construction on the apron or in a fenced landside location. Fire apparatus must be able to access the identified access routes.

Whenever an emergency access route to the construction site is changed the Airport Operations Center must be immediately advised at **780-890-8327**.

A secondary concern is the pedestrian exit routes required during a Terminal Building evacuation or aircraft evacuation. The construction site must not impede emergency pedestrian access out of the building / aircraft and away from the incident. Any changes impacting emergency evacuation must have a documented evacuation procedure and be approved at a construction meeting prior to work commencing. Further information is available from the EIA Emergency Preparedness and Safety Department.

All applicable life/safety codes will be approved through the building permit process.

7.4 Foreign Object Damage (FOD) Control

The PC, as needed, will perform regular sweeping of the site pavement area. Covered garbage bins will be placed in convenient locations for the construction work force; however, not in the vicinity of the apron. The PC will prevent an overflow of waste onto the apron and will carry out garbage collection in sufficient frequency.

Extensive damage with dire consequences can occur to an aircraft from small pieces of debris. This safety concern should be included in the PC's safety and security orientation. The PC will be held liable for any damage caused by FOD from the construction site.

EIA will inspect the site and the apron area around the site on each shift for cleanliness.

7.5 Snow Removal

Snow will be ploughed and stockpiled on the site by the PC and when required a snow dump will be designated by EIA. All snow removal costs are the responsibility of the contractor.

8. EMERGENCY PROCEDURES

This section describes the actions that will be taken by the Prime Contractor and airport responders during an emergency.

8.1 Emergency Telephone Assistance

Emergency contact information:

- **FIRE and AMBULANCE:** 780-890-7911
- **POLICE:** 780-890-4333
- **AIRPORT OPERATIONS CONTROL CENTER (AOCC):** 780-890-8327

These emergency numbers should be posted in prominent areas. ***Contractors SHOULD NOT call 911 as this will delay a response from onsite emergency personnel.***

8.2 Emergency Coordination

The PC has the responsibility for developing an emergency coordination plan for the construction site. The plan will include a response plan for safety of emergency services responding to the site, an interface with the Edmonton Airports Emergency Procedures. In the event of an escalation of an emergency, the Airport Emergency Operations Centre will be activated to assist in managing a resolution to the emergency and provide implementation of airport business continuity and recovery plans. Further information is available from the EIA Emergency Preparedness and Safety Department.

The following indicates the types of events requiring **FIRE, AMBULANCE AND POLICE** notification and response:

- structural fire or malfunction on the construction site
- structural bomb threat on the construction site
- hazardous material spill on the construction site
- medical emergencies, minor and major

The prime contractor will be guided by EIA's Emergency Procedures which will be provided and kept readily available for reference and guidance. Contact the EIA Emergency Preparedness and Safety Department for a copy of the Emergency Procedures Manual. The PC will (in advance) designate a staff person to represent their interests and assist in co-ordinating emergency response efforts.

In addition, to comply with Occupational Health and Safety requirements, the contractor must have necessary qualified first aid staff, first aid stations and equipment onsite.

8.3 Emergency Access To The Site

Emergency responders will access the site via the two established emergency access routes noted in Section 7.3. Keys to unlock the gates must be secured in a convenient location and available for designated onsite personnel including the PC's senior managers. This process will ensure there is no delay in emergency response. Any gate on the primary security barrier/line will be interlocked with the EIA security padlock.

9. SAFETY ISSUES

When the Terminal is operational certain precautions will be taken to enhance safety and minimize interference between construction and aircraft operations as required in the Construction Safety Management Plan.

9.1 Hot Work Activities

No welding or similar procedures involving open flame or spark may be conducted on or near the exterior of the construction site which would endanger the Apron or any EIA structure. A “Hot Work” permit will be required by Airport Emergency Response Services and must be followed. See Section 7.1 in reference to the EIA Hot Work Program and standards.

9.2 Aircraft Power Out Procedures

Whenever possible, construction sites located airside should be designed to avoid jet blast. Flight crews will attempt to manoeuvre aircraft so that jet blast will not be directed at the construction site.

9.3 Notice To Airmen (NOTAM)

The Project Manager will be responsible for developing a NOTAM schedule for EIA to issue. The PC should contact the Airport Operations Center to ensure that notice to airline operations departments is co-ordinated advising all flight crews of construction activities in the vicinity of the construction site as required.

10. CONSTRUCTION SECURITY MEETINGS

10.1 General

Construction security meetings will be held by the Prime Contractor and will include key EIA personnel and all applicable stakeholders. The following items are some of the issues which will be considered at the meetings:

- isolation of the area
- RAIC, temporary airport passes and parking permits
- delivery and storage of materials
- hours of involved airport operations and construction activity
- telephone contact numbers and email addresses
- operational constraints and special procedures
- signage
- security requirements
- emergency procedures
- safety precautions
- inspection of the construction site and work related activities

The Prime Contractor will prepare and distribute a summary of the construction security meetings to all participants.

11.1 Contact List – Key Management

Brett Bain – EIA Director, Parking and Ground Transportation

Email – bbain@flyeia.com

Garry Holland – Branch Manager, GARDAWorld Airport Security

Email: gholland@flyeia.com

Steve Maybee – EIA Vice President, Operations & Infrastructure
and Corporate Communications

Email – smaybee@flyeia.com

Dean Ervin – EIA Director, Aerodrome Operations & Compliance

Email – dervin@flyeia.com

Sarah Cox – EIA Manager, Passenger Experience

Email – scox@flyeia.com

Sean Power – EIA Manager, Terminal Operations & Security

Email – spower@flyeia.com

Jason Sangster – EIA Director, Safety & Security

Email: jsangster@flyeia.com

11.2 Construction Security Plan – Project Planning Checklist

The project's security representative will complete this checklist and submit it to the Project Manager prior to the commencement of construction. In addition every six months the security representative will review the current status of the project and update the checklist. Updates must be reviewed by the Project Manager to ensure that all issues are complied with.

11.3 Construction Security Plan – Moving/Opening the Security Barrier Checklist

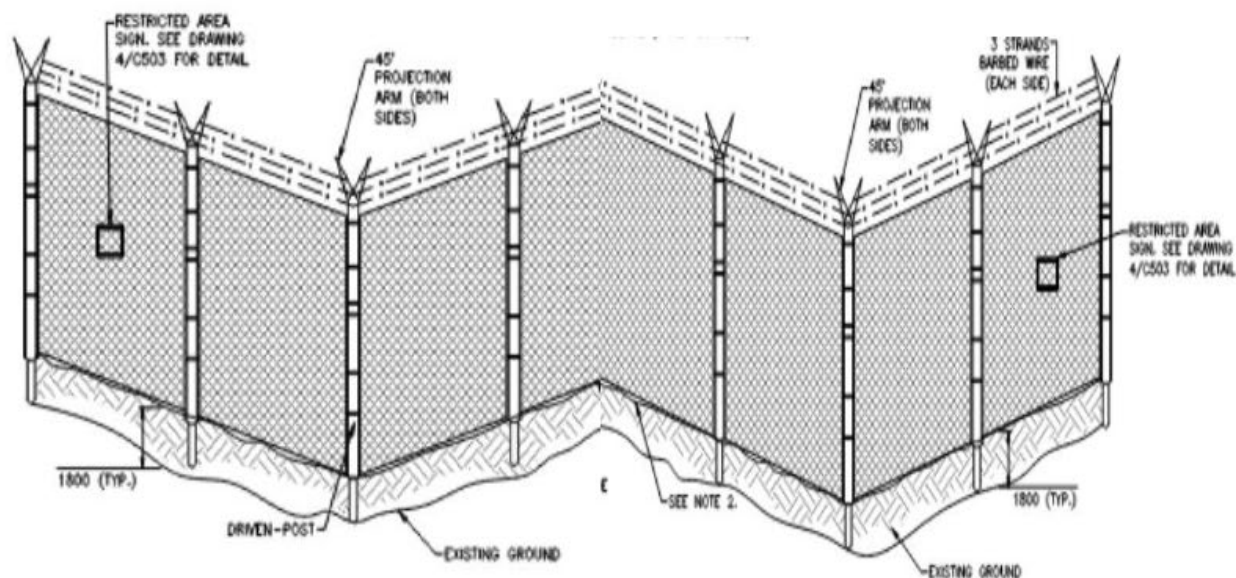
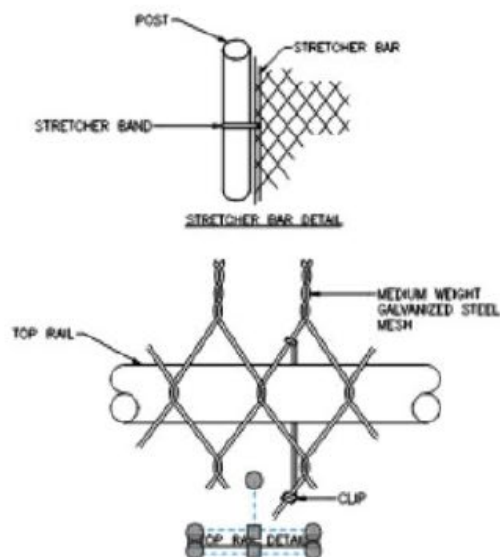
The Security Barrier as defined in Section 1.1 is commonly referred to as the **Primary Security Line (PSL)**. Any change to the PSL is a major security concern to Transport Canada Security and EIA Security. Therefore, detailed planning and subsequent approval and coordination are required.

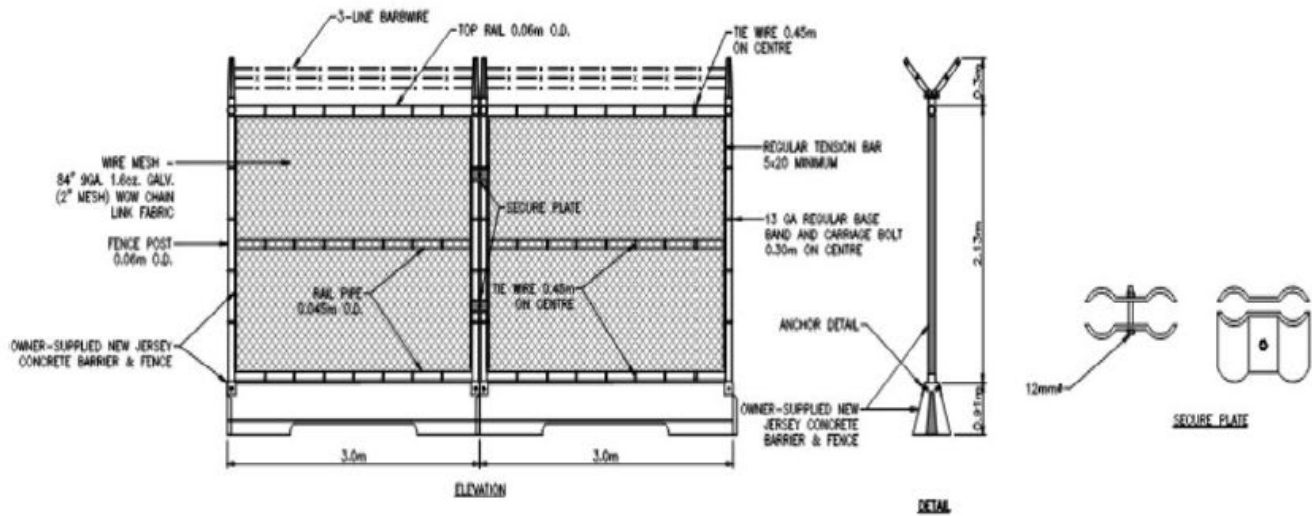
CYEG Primary Security Line "Specifications"

Updated: Nov 2020

Fabric:	84" 9GA. 1.6 oz. Galv. (2" Mesh) WGW Chain Link Fabric.
Top Rail:	1" 11/6" O.D SCH. 40 Heavy Wall Pipe, 2.27 lbs per ft. Top Rail 21' in length, joined with 1 11/16" Sleeve.
Line Post:	2 3/8" O.D. SCH. 40 Heavy Wall Pipe, 3.65 lbs. per foot. Line posts set 10' on center maximum spacing.
Terminal Post:	3 1/2 "O.D. SCH. 40 Heavy Wall Pipe, 7.58 lbs. per foot.
Bracing:	Terminal posts braced to the nearest line post with 1 11/16" O.D. SCH. 40 Heavy Walled Pipe.
Tension Wire:	6 GA. (10' / lb) per ft. Tension Wire attached to bottom of fence fabric with 12 1/2 GA. (224 lb) STEEL PER EACH. Hog Ring spaced 24" on center.
Barbed Wire:	6 Strands of 12 1/2 GA. D/S COMMERCIAL (78 lbs) Barbed wire on 45 Deg. P.S. BARB WIRE ARM. Double "V" BARBARS REQUIRED.
Fittings:	13 GA. Regular brace band & carriage bolt, Alum/P.S. Rail-end, 45 Deg. P.S. Barbed Wire Arm, Alum/P.S. Corner Barb Wire Arm, 3/4" GALV. Tension Bar, 13 GA. Regular Tension Band & Carriage Bolt.
Tie Wire:	8 1/4 "9GA. Aluminum Tie Wire & 6 1/2 "9 GA. Aluminum Tie Wire spaced 15" on center for line post's & 18" on center for rails.
Concrete Footing:	All posts are to concrete in as follows: 3 1/2 " Post's - 12" x 48" 2 3/8 " Post's - 10" x 36" 6 5/8" Post's - 16" x 60"
Gate Posts:	Gates Up To 10' Leafs.....3 1/2" (SCH. 40) Gates 10' to 14' Leafs.....4 1/2" (SCH. 40) Gates 15' Leafs plus.....6 5/8" (SCH.40)

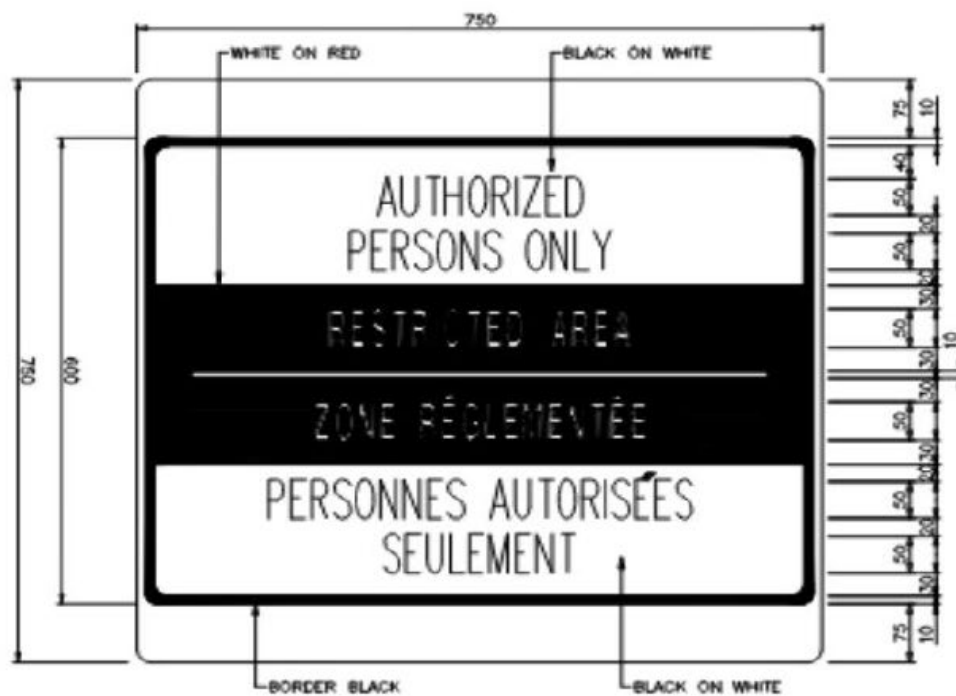
Typical Perm Line Configuration





2 DETAIL - TEMPORARY SECURITY FENCE
CS03/10.3

Restricted Area Sign Specifications



1. RESTRICTED AREA SIGN TO BE MOUNTED ON AIRSIDE FACING LANDSIDE.
2. RESTRICTED AREA SIGNS TO BE MOUNTED AT 150m SPACING IN STRAIGHT SECTIONS, AIRSIDE SECURITY GATES AND AT EVERY CHANGE IN DIRECTION.

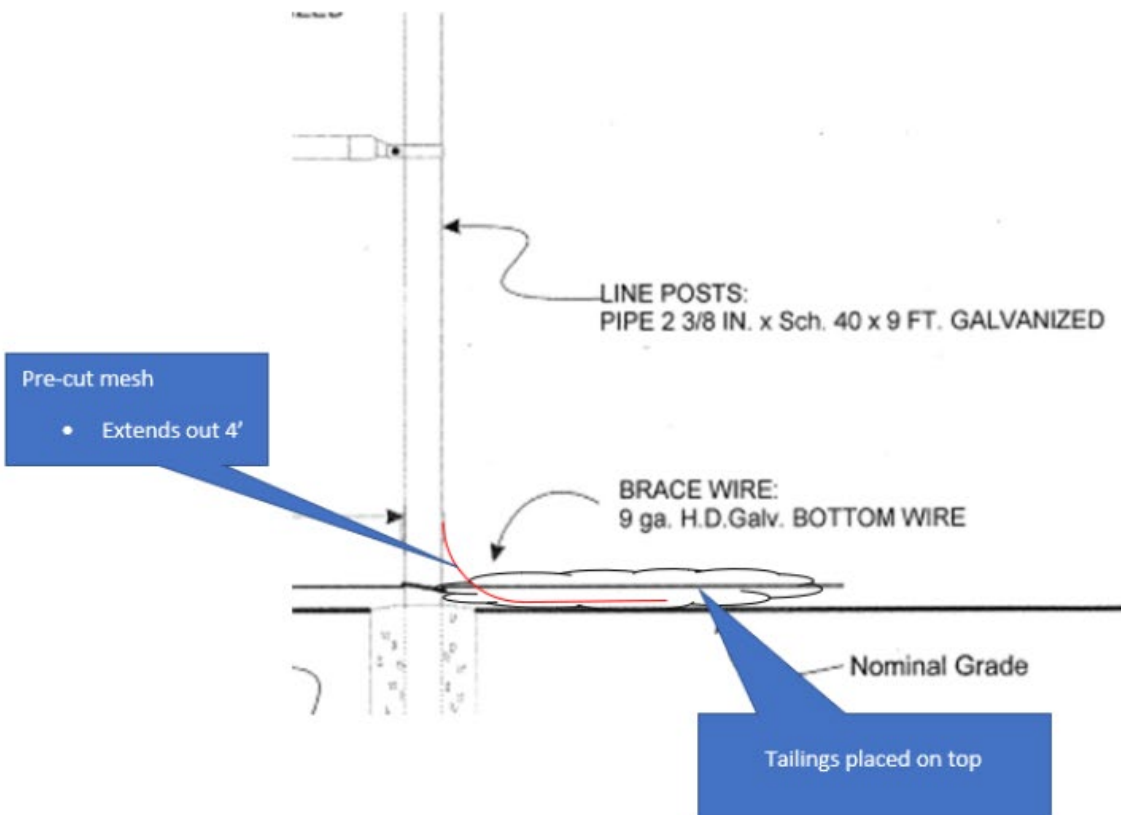
4 DETAIL - RESTRICTED AREA SIGN
CS03/10.3

PSF Line Mesh Base Configuration

Mechanically attach 4' of chain link mesh to bottom 2' of PSF line.

As per diagram, photos below

- Mesh mechanically attached at bottom of PSF Line – “Groundside”
- Gravel or Tailings to be applied to 4' overhang groundside to cover mesh.

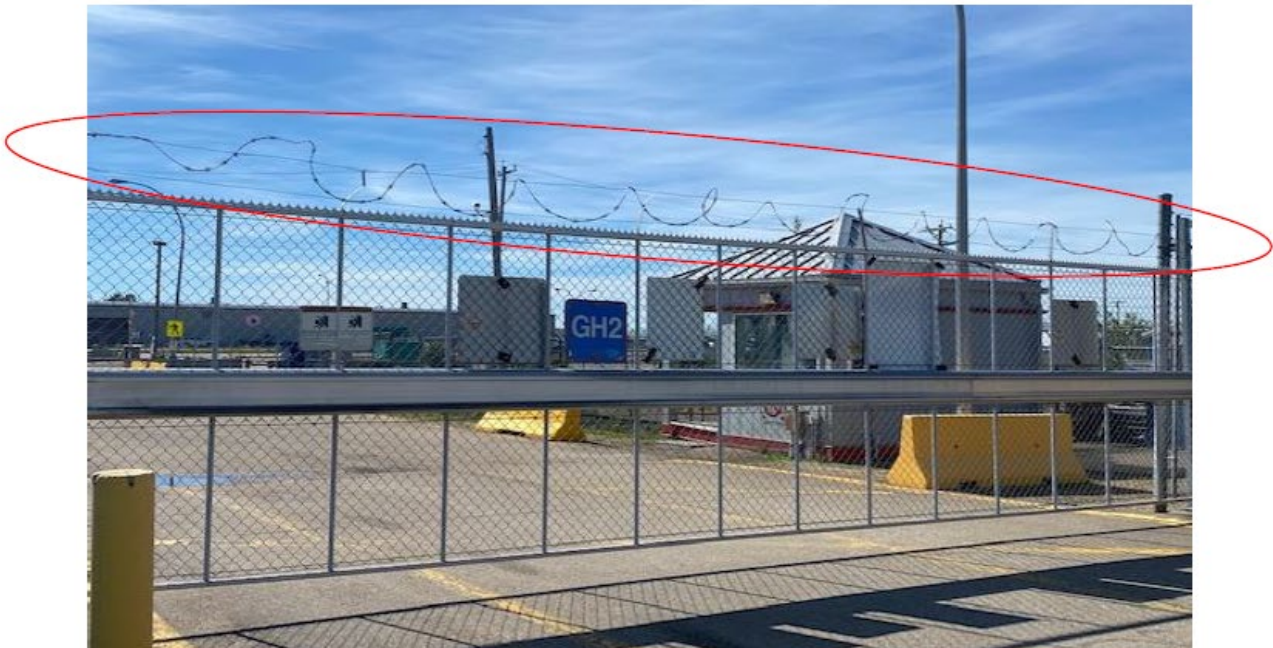




Approx. 4" coverage with gravel or asphalt tailings

PSF Line Gate "Topping"

Barbed Wire: 3 strands of 12 ½ GA. D/S Commercial (78lbs) barbed wire.
Razor wire configuration required on top substrate of gate configuration.



Edmonton Airports Contractor Safety Manual

Version 3.0
August 2025



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1 INTRODUCTION

1.1 Overview

The Contractor Performance Program has been designed to verify that all contractors working on Edmonton Airport premises have the necessary information required to verify their workers have a safe and healthy environment.

Each contractor will be expected to perform their daily tasks in accordance with this program, and applicable legislated requirements.

1.2 Purpose

The purpose of the Contractor Performance Program is to provide contractors with minimum performance standards and expectations that are necessary to identify any potential risk of personal injury, property damage, or environmental impacts and identify preventative control measures to react if an incident occurs.

1.3 Expectations of the Program

The expected results of this program are to provide information to contractors so they will:

- Implement Environment, Safety and Loss Prevention elements into each facet of their work process beginning with the planning stages of the contract.
- Reduce and eliminate risk to their own workers, other workers present, and the general public.
- Meet and exceed their moral, ethical, and legal health, safety, and environmental obligations as employers.
- Have a consistent standard by which each contractor, employed on Edmonton Airport premises, will be observed for the consideration of future contracts.

1.4 Contractor Environment, Safety and Loss Prevention

Edmonton Airports will review all contractors Environment, Safety and Loss Prevention Programs submitted with a bid through the ComplyWorks system. Successful contractors will be monitored for performance using the contractor's own standards and the standards outlined within this document as a measurement of the contractor's commitment to Environment, Safety and Loss Prevention. A list of preferred contractors, for Edmonton Airports' record retention, will be established from the results.

A Contractor that maintains substandard performance while engaged in work for Edmonton Airports may be asked in writing to remove themselves from the premises and have their contract voided.

1.5 Legislated Jurisdiction

Contractors performing work on Edmonton Airports premises will be required to comply with the following Environment, Occupational Health and Safety legislation:

- Alberta Occupational Health and Safety Act, and Regulations
- Alberta Environmental Protection and Enhancement Act, and Regulations
- Alberta Workers' Compensation Act, and Regulations
- Alberta Building, Fire, and Electrical Codes
- Canada Labor Code – Part II
- National Fire Code
- Canadian Environmental Assessment Act
- Canadian Environmental Protection Act

This document is based on, but not limited to the legislated standards listed above.

- For the purpose of this document any agency or employer working on the airport property on a construction project shall be referred to as a Contractor.
- This document is intended to provide guidance to contractors working on the Edmonton International Airport property and on construction related activity. Some of the defined rules are also included in this document.
- Wherever the term “including” has been used it should be interpreted as “including, but not limited to”
- Where there is a conflict of information in this document, the highest standard will prevail, either the Contractor's EHS program or the Legislation having jurisdiction

2 ASSIGNMENT OF RESPONSIBILITY

2.1 Edmonton Airports, Project Manager

Where Edmonton Airports has appointed a Project Manager that individual will act on behalf Edmonton Airports, and will be required to monitor the overall Environment, Safety and Loss Prevention Performance of each contractor. Project Managers will verify that the hired is in good standards with

ComplyWorks, other Project Responsibilities include:

- Environmental, Safety and Loss Prevention issues on the agenda for meetings with the contractor(s):
- Review the Contractor Environment, Safety and Loss Prevention Program elements during the review of contractor performance in production, and quality assurance.
- Contact the **Safety Team** when specialty services or information is required regarding Contractor Environment, Safety and Loss Prevention.
- Review Environmental, Safety and Loss Prevention documentation required by each contractor.
- Initiate action to correct substandard actions or conditions.
- Edmonton Airports Project Manager will immediately notify the **IOC at 780 890 8327 and the Safety Team** of any governmental investigations or orders issued to the Prime Contractor.
 - Dave Kuny-Manger. Safety and Airfield Compliance
780-499-8789
 - Adam Rahaman. Safety Coordinator
825-522-3634
 - Matthew Ressler. Safety Coordinator
825-522-3638
- **A prelim incident investigation will be completed through site docs so the Safety Team can enter it into Q Pulse.**
- Set an initiative-taking leadership example.

2.2 Prime Contractors' Management

The prime contractor will be expected to maintain Environmental, Safety and Loss Prevention Excellence through the implementation of their company standards, legislated standards, and industry best practices.

2.3 Responsibilities include, but are not limited to:

- The prime contractor will identify the individual(s) assigned to monitor and correct substandard actions or conditions at the work site.
- Provide a copy of all company Environmental, Safety and Loss Prevention policies and procedures relevant to the successful management of the site program.
- The prime contractor will have copies of all documentation of their Environmental, Safety and Loss Prevention Program and provide copies available for inspection upon request.
 - The prime contractor will immediately notify the Edmonton Airport's Project Manager of any governmental investigations or orders issued.
 - The prime contractor will participate in Edmonton Airports' inspection with the assistance of the Project Manager to ensure correct procedures and documentation are being followed to YEG standards.
 - The prime contractor should also set a proactive leadership example.

2.4 Contractor Management

Every contractor who directs the activities of an employee involved in work at areas on Edmonton Airport premises shall:

- Cooperate with the prime contractor in the delivery of the Environmental, Safety and Loss Prevention Program.
- Educate Management, Supervisors, and Workers on their legislated responsibilities.
- Ensure that a competent worker completes the work or, supervises a non-competent worker doing the job
- Identify health and safety hazards and communicate control measures to workers.
- Make all equipment that is necessary to enable a worker to perform their task available at the workplace without personal risk to their health or safety.
- Maintain equipment and tools in a condition to perform the function for which they were intended or designed.
- Report all incidents to the prime contractor and assist in the investigation and notify the AOC, Project Manager and Safety Team as per the notification list.
- Set a proactive leadership example.

2.5 Contractors' Supervision

The contractors' supervision is the front-line manager of the Environmental, Safety and Loss Prevention Program; therefore, Edmonton Airports will expect contractors to provide competent supervisors with a proactive attitude towards Environmental, Safety and Loss Prevention Practices. Responsibilities include, but are not limited to:

- Complying with and participate in the requirements their own Environmental, Safety and Loss Prevention program and legislated standards.
- Request assistance from Project Managers when a situation arises where there are known factors, where if left uncontrolled will cause a negative effect to themselves, other workers present, the general public, or the environment.
 - Verify workers are competent to perform their tasks safely.

2.6 Contractors' Worker

Every worker is required to cooperate with their employer to protect the health and safety of themselves and other workers at the work site. Responsibilities include, but are not limited to:

- The Contractor Orientation for Edmonton International Airport (YEG) and Villeneuve Airport (ZVL) must be completed before work begins. Participate in the Environmental, Safety and Loss Prevention Program, as outlined by the employer.
- Report unsafe conditions and actions to the employer.
- Report all incidents and injuries to the employer.
- Properly utilize tools, equipment, and personal protective equipment as they were intended and designed.
- Maintain safeguards on all equipment, tools, floors and wall openings.
- Remove from service any equipment, tool, or personal protective equipment that is damaged and/or will not perform the function for which it is intended or designed.
- Refuse to work were there exists an imminently dangerous situation for yourself or for workers and the general public nearby.
- Set a proactive leadership example.

2.7 Compliance Policy

Compliance with established standards is essential in verifying all workers are provided a safe and healthy workplace, the environment is protected from damage, the general public and process equipment is protected.

3 HAZARD ASSESSMENT

3.1 Purpose

The purpose of identifying, evaluating and controlling occupational hazards is to reduce and/or eliminate the potential loss of health or wellness that workers would experience from uncontrolled energy releases or fugitive emissions. In this program uncontrolled energy release or fugitive emissions will be considered exposures.

3.2 Hazard Identification

Identifying hazards is the task of reviewing a work process and observing “energy” or “emission” points in the process where negative consequences may result if not controlled. Areas of review include:

- People
 - Do the workers performing the task have the physical capabilities, experience, and adequate training?
 - What contacts are present that could cause injury, illness, stress or strain?
 - Could the worker be caught in, on or between? Struck by? Fall from? Fall onto?
 - What practices are likely to downgrade safety, productivity or quality?
- Equipment
 - What hazards are presented by the tools, machines, vehicles or other equipment present or being used?
 - What equipment emergencies are most likely to occur?
 - How might the equipment cause loss of safety, productivity or quality?
- Material
 - What harmful exposures do chemicals, raw materials or products present?
 - What are the specific problems involving material handling?
 - How might materials cause loss of safety, productivity or quality?
- Environment
 - What are potential problems of housekeeping and order?
 - What are the potential problems of sound, lighting, heat, cold, ventilation or radiation?
 - Has the external as well as the work environment been considered?
 - Identifying specific loss exposures is a key step in preventing losses from occurring.

3.3 Hazard Evaluation

A contractor supervisor and his/her management team will perform hazard evaluation in most cases. In some cases where the impact of the hazard is evaluated, a qualified person will be required for an accurate evaluation of the hazard. The evaluation process includes:

- Exposure potential for worker.
- Magnitude of exposure.
- Contaminants involved.
- Control measures already in place.
- Effectiveness of control measures.
- Documentation of evaluation results.
- Advising required personnel.

3.4 Control Measures

Best practices in Environmental, Safety and Loss Prevention involve managing hazards through engineering and administration controls. Personal protective equipment (PPE) is used only as a last resort to protect workers. Once hazards have been identified and analyzed, the employer must now manage the risk using one or more of the following controls.

Engineering Controls

Engineered controls provide the highest level of control and are the preferred method because they control the hazard at its source. These controls are listed in order of preference below:

- Elimination applied at design stage.
- Scaffolds.
- Trench boxes.
- Lifting hoists.
- Eliminating sharp edges, pinch points and trip hazards.
- Wet methods as opposed to dry sanding or sweeping.
- Isolation, barriers, shields, guards.
- Ventilation, scrubbers, fans and local exhaust.
- Dilution ventilation as a short-term solution when no heating and ventilation system has been installed in a building or while awaiting installation of more advanced controls.

Purchasing controls

- Substitution

- Purchase a non-flammable solvent and less toxic products
- Air-conditioned cabs

Administrative Controls

When engineering controls are not possible or practical, administrative controls are the next method used in hazard control. Examples include:

- Written directives (company Environmental, Safety and Loss Prevention Programs); Safe work practices, job procedures, safe work permits, policy, rules.
- Work-rest regimes to reduce exposures and hours of work.
- Scheduling - Hours of work or hazardous work in off hours.
- Monitors and alarm systems.
- Medical screening including pre-employment and ongoing training such as safety meetings and job training courses.
- Posters, bulletins, new-letters, suggestion programs, etc.

Personal Protective Equipment (PPE)

When engineering and administrative controls do not reduce the risk to acceptable levels, organizations often resort to using PPE. This is the last option for worker protection because PPE does not reduce the energy potential of the hazard at its source. Hazard analysis provides valuable information on the proper selection of PPE. In certain cases, PPE may be the only acceptable interim barrier to a hazardous condition, until more advanced methods are developed.

3.5 Supervisor Responsibility

First line management is responsible for verifying that proper control measures have been implemented and that all workers with the potential of using the control measure are competent in its uses and limitations.

3.6 Worker Responsibility

Workers will cooperate with their employer and use the prescribed control measure(s) for its intended use and design.

3.7 Field Level Hazard Assessment

- Each employee or work team must complete a Field Level Hazard Assessment (FLHA):
 - At the location where the work is to be done.
 - By the workers engaged in the task prior to beginning the task.

- One group FLHA where more than one group of workers is spread throughout the site does not meet the requirement.
- The foreman or supervisor as early in the shift as possible must sign the FLHA.
- Each work team will have the FLHA with them at the work location.
- Each FLHA must address the tasks being performed and note the hazards present at the work location.

3.8 Documentation Evaluation

During periodic contractor evaluation inspections done by the Project Manager or designate for the project, copies of documentation, including training records, may be requested for review for verification on existing control measures and hazard identification meetings.

4 TRAINING AND COMMUNICATIONS

4.1 Purpose

Each element of Environmental, Safety and Loss Prevention has some form of hazard control measure. To verify that the worker knows the hazards as well as control measures associated with his/her process, different levels of training are necessary to deliver a constant message of Environmental, Safety and Loss Prevention in the workplace.

4.2 Contractor Workers Orientation

Every contractor engaging in work on Edmonton Airport premises is required to verify that each of their workers has received an Edmonton Airports safety orientation prior to starting their work. The Contractor Safety Orientation is available on ComplyWorks. If required, the Project Manager and or YEG Safety Coordinator can provide the orientation on location. They will need to print off their orientation certificate before commencing work. Orientation must be completed online before entering site or sign off on SiteDocs with YEG Representative.

4.3 Completion of Documentation

During periodic contractor evaluation inspections, copies of training documents will be requested to view to verify required training and orientation acknowledgment.

4.4 Safety & Loss Prevention Training

Contractors are responsible for the initial training and reoccurring training of their own workers on legislated items such as, but not limited to:

- Standard First Aid.
- Workplace Hazardous Materials Information System (WHMIS).
- Transportation of Dangerous Goods (TDG).
- Confined Space Entry.
- Respiratory Protective Equipment Program.
- Working at heights and Fall Protection Program.
- Aerial Work Platforms.

4.5 Contractor Competency

The contractor shall ensure that workers on the site are adequately qualified and sufficiently experienced to perform work in a safe manner. Workers failing to meet the above criteria must be supervised by a competent person. The

contractor shall provide or arrange for the necessary training to ensure sufficient workers on site are competent.

4.6 Training Record Retention

A current copy of each contractor worker's level of training shall be available during periodic contractor evaluation inspections.

4.7 Pre-Job Safety Meeting

The Pre-Job Safety meeting is a highly effective administrative tool providing an opportunity to discuss hazardous work. It is important that two-way communication exists in these meetings, so that everyone is aware of the issues.

- Key issues for discussion may include, but not limited to:
 - The hazard assessment done in the work area; existing hazards onsite.
 - Hazards identified by workers; control measures reviewed with workers.
 - Other scheduled activities that may affect Environmental, Safety and Loss Prevention.
 - Special tools and equipment required.
 - PPE required.
 - Communication barriers - noise, language, or visibility.
 - Chemicals used and any potential risks/controls in place.
 - Written procedures required and reviewed with crew.
 - Applicable legislation.
 - Employee training required.
 - Emergency response plans.
 - Critical Lifts.

4.8 Safety Meetings

As Pre-Job Safety meetings are important for providing “front line” hazard awareness training, so are (weekly, bi-weekly, monthly) safety meetings. These meetings provide timely information on Environmental, Safety and Loss Prevention issues relating to the workers activities.

4.9 Responsibility of the Contractor Supervisor

Each contractor or employer supervisor will provide their workers with continual awareness training to promote Environmental, Safety and Loss Prevention while working at Edmonton Airports. Supervisors must be aware that they set the performance standards and must lead by example.

4.10 Tailgate Meetings

- The contractor shall ensure that daily tailgate meetings are conducted.
- The daily tailgate meeting shall discuss topics pertinent to the activities and tasks being undertaken on the site.

4.11 Topics of Discussion Items Of Review May Be:

- Bring forward topics for discussion, e.g., environmental, substandard acts, practices or conditions that have been observed. Decide on corrective action and follow up to verify that this has been completed.
- Review recent injuries or incidents, discuss why they happened and what can be done to prevent recurrence.
- Encourage employee suggestions and discussion.
- Governmental, environmental and safety publications.
- Brief the crew on new types of equipment and controlled products, with specific reference to their capabilities and safeguards.
- Discuss personal protective equipment suitable to the work on site.
- Demonstrate the use of emergency equipment, fire extinguishers and safety harnesses.

4.12 Record Keeping/Distribution

- Copies of these meeting minutes shall be kept on file at the site for review during contractor evaluation inspections. Any meeting minutes that include action by Edmonton Airports should be forwarded to Edmonton Airports' Project Manager.
- Edmonton Airports Project Manager will forward a copy to the Edmonton Airports Safety Team.

4.13 Posters, Pamphlets, and other Reminders

Posters and pamphlets can assist the contractors in providing continuous safety awareness for their workers. These items can be ordered for free from various contractor's safety associations, Alberta Workplace Health and Safety, and Human Resources Development Canada.

4.14 Smoking

- Smoking is only permitted in designated areas of Edmonton Airport premises. With approval from Edmonton Airports, designated smoking areas may be established on groundside exterior locations.

- Smoking is not permitted within 15 Feet (5 meters) of any doorway or air intake to a building. Smoking is not permitted within 50 Feet (15 meters) of any combustible gas or liquid.

4.15 Harassment

Harassment is a form of discrimination. It is against the law. Canadian law prohibits discrimination. Both the Federal and Provincial Human Rights Commissions provide the framework to protect our rights and dignity. Harassment as defined by the Canadian Human Rights Act includes any unwanted verbal or physical conduct related to:

- Gender
- Age
- Race
- National or ethnic origin
- Color
- Religion
- Mental or physical disability
- Family status
- Marital status
- Sexual orientation
- Conviction for which a pardon was granted that offends or humiliates.

Edmonton Airports will not tolerate harassing or discriminatory behavior.

4.16 Definition of Discrimination

Harassment is not limited to sexual behavior but includes discriminatory behavior that is directed at or is offensive to another. It includes, but is not limited to, displaying offensive pictures, insulting gestures, and making unwelcome remarks or taunting about a person's body, ethnic origin, or religion. Harassment can be an expression of perceived power or intimidation over an individual or group of people.

4.17 Modified Work

Edmonton Airports maintains a modified work policy for our employees, and we support contractors who provide modified work for their employees where the duties are meaningful and practical for a worker who may have physical limitations.

4.18 Fitness for work

The use of drugs or alcohol on premises or while on contractor business poses a serious threat to the safety of our workers, compromises the quality and

reliability of our services, and jeopardizes operations at the airport. Edmonton Airports expects contractors to prohibit:

- Consumption, use, possession, or sale of controlled or illegal drugs or alcohol on Edmonton Airport premises,
- Being under the influence of or testing over the prescribed legal or accepted industry limit for drugs or alcohol on Edmonton Airport premises.
- Use of prescription drugs which may impair the performance of workers' job duties, or impairment resulting from the use of drugs or alcohol, must be reported to the contractor workers' supervisor prior to work.

4.19 Testing

- Workers may be asked to submit to a urine or saliva test (at the discretion of the testing agency) at an accredited collection place for post incident or reasonable cause where a person may have been in a position to influence the outcome of the incident, or for cause which may include the appearance of impairment, odor, observed using or other recognized signs of alcohol or drug use.
- Failure to enforce these prohibitions will result in the immediate removal of the contractor worker from the workplace.

5 AIRPORT PERMITTING SYSTEMS

5.1 Facility Alteration Permit (FAP)

Edmonton Airports requires that all construction, renovation, or major maintenance projects on airport lands comply with Edmonton Airports' Facility Alteration Permit (FAP) and development guidelines and processes, as well as to conform to all applicable codes, standards, and permit processes of local authorities having jurisdiction on the airports' premises. The process applies to Edmonton Airport projects, their tenants, or any third party working on the airports' premises.

- Edmonton Airports' Design Guidelines
- Airport Vicinity Protection Area (AVPA) Regulations
- Airport Zoning Regulations
- Transport Canada/Nav Canada Guidelines (where applicable)
- Municipal or County Zoning Regulations
- Alberta Safety Codes Act
- Alberta Building Code or National Building Code*
- Alberta Fire Code or National Fire Code*

Environmental Codes & Practices (where applicable) the following codes and design guidelines are as follows:

- Note: Additional codes and guidelines not mentioned above may apply to individual projects and should be followed accordingly. **The Act, code, regulation, Safety Manual or Guideline having the most stringent requirements will apply.**
- FAP – Development and FAP – Construction permits are required for any and all work initiated on airport premises, including work in the terminal buildings. It provides Edmonton Airports with the opportunity to provide direction on projects that may affect airport operations (or other areas of concern) and allow Airport Facility Drawing Management (AFDM) to track and incorporate changes into the airport base drawings.
- Facility Alterations Permit must be approved by Edmonton Airports prior to commencing work or applying for other required permits. Requests will require five working days prior to the work beginning. Areas covered by the FAP includes excavation/trenching, hot work, confined space entry, etc.

5.2 Safe Work Permits

Safe Work Permits develop, document, and communicate understanding between individuals responsible for performing work, and the individuals responsible for the work area.

- Each Safe Work Permit shall identify hazards that may be harmful to personnel, equipment, operations and property and the precautions that will be taken to minimize or eliminate these hazards. These permits will also identify safety requirements that will be followed while performing the scope of work described.
- The designated Prime Contractor for each area will be responsible for securing or issuing safe work permits for work being undertaken on their behalf.
- Listed below are specific situations where notifications are required prior to starting work.

Permit Type	Notifications	Copy To
Confined Space	Notify YEG Project Manager Permit and Rescue Plan required	YEG Safety
Hot Work	Notify YEG Project Manager and Firehall	Firehall & YEG-Safety
Asbestos Abatement	Notify YEG Project manager or Designate & YEG-Safety Work plan required	YEG Designate & YEG-Safety
Systems Disruptions	FAP required	YEG Designate
Electrical Energization/interruption	Notify YEG Project Manager Work Plan required	YEG Designate & YEG Maintenance
Excavation	FAP Issued	YEG Designate

5.3 Excavation Permits

- Excavation/trenching permits follow YEG 01 30 10 Ground Disturbance Standard.
- No permit shall be issued until Alberta First Call has provided a hard copy of the utility search and a copy forwarded to AFDM via the Project Manager. A FAP is also required.

5.4 Hot Work Permits

- An application for a Hot Work permit is needed prior to commencing with any hot work (welding, cutting, grinding) on airport premises. Edmonton Airports Emergency Response Services shall issue and approval requests for hot work on site. For information, please contact the Project Manager.
- Hot work permits are required where direct and indirect temporary construction heaters are placed. Hot work permits are required wherever propane or other

combustible gas is used or present in any location other than a designated storage location.

- Pending on the work that is occurring, special considerations are made to provide a 7-day hot work permit if the same work is occurring within the same location. This must be approved by the Project Manager and the Health and Safety Department as well as informing the Fire Department on location to sign off on the permit.

5.5 Confined Space Entry Permits

- Confined Space Entry Permits are required for certain Edmonton Airports facilities and/or worksites. It is the responsibility of the contractor for the entry to complete a Confined Space Entry Permit. Confined space entry Code of Practice, submitted to YEG Project Management will be reviewed prior to the commencement of any confined space work.

5.6 Lock Out Procedures

To ensure the equipment is being locked out will not adversely affect operational systems and/or equipment; contractors must request and submit a Service Request for Lock Out through the Airport Infrastructure group. In many cases coordination with the operating personnel will be necessary (e.g.: to lock-out an HVAC system which services many areas) as per section 9.2.

- Contractor must also co-ordinate with Edmonton Airports' Electrical department for any fire alarm detection bypasses that may be required.
- No construction personnel may work on any equipment that represents a safety hazard unless that equipment is properly locked-out and tested. The contractor supervisors are to determine which equipment needs to be locked-out prior to proceeding with the work.
- YEG is expected to provide all primary locks, tags, and other devices necessary to participate in the work on any plant or equipment. YEG employees must lock out all equipment and machinery prior to contractors administering their company locks on equipment or machinery. Each contractor must supply their own personal lock while work is commencing but is required to be removed when that shift is complete.

5.7 Removal of lock

- If the YEG lock needs to be removed sooner than the date discussed, or in the case of an emergency, the contractor will then contact YEG and YEG will provide the services required for removal of YEG lock.

6 PERSONAL PROTECTIVE EQUIPMENT

6.1 Purpose

- If other control measures (engineering and administrative) are impracticable to eliminate or reduce a hazard(s), then personal protective equipment should be used as the last resort of controlling worker exposure to the hazard(s).
- In some cases, Engineering, Administrative, and PPE are required to reduce the potential exposure to the hazard i.e., confined space entry.
- Minimum PPE requirements for any work-related construction projects are listed below and must be worn whenever a person is working in or passing through an active construction area.
- In areas where work is undertaken outside of a designated construction zone (i.e., an area that is not identified by a fence, barricade, hoarding etc.) the PPE requirements will be based on a hazard assessment for the task to be done.

6.2 Hard hats

- Hard hats with integral side impact protection must be used where there is a risk of injury resulting from a side impact to the head.
- Only hard hats with an 8-point harness suspension and the manufacturer's approval may be worn with the peak or bill of the hat to the rear.
- All others must be worn with the peak or bill facing forward.

6.3 Hi-Visibility Vests

- CSA approved High Visibility Vest (coveralls and jackets that have "high-visibility" stripes may be worn instead of the vest).

6.4 Work boots

- Must be CSA approved and must be suitable for the task.
- The minimum standard of the YEG site is steel toe and shank with the upper part of the boot extending above the ankle to offer adequate ankle support.

6.5 CSA approved eyewear

- Properly fitting with integral side shields is required at all times when on the site.
- Additional eyewear may be required depending on the tasks being performed.
- When a worker is performing tasks which could expose, he or she to eye injuries from, such as overhead work, drilling, saw cutting, abrasive cutting or

grinding or any other task where a high potential for eye injury exists workers will wear double eye protection which shall include a mono-goggle and a face shield.

6.6 Shirts

- Must have a minimum sleeve length of 6".
- For tasks that pose a cut, scrape or abrasion hazard to the worker's arms, the worker must wear long sleeves or cut resistant removable sleeves such as Kevlar armlets.

6.7 Hearing protection

- Must be carried at all times and used whenever a worker is in areas where noise levels may exceed 82 DbA.

6.8 Gloves

- Gloves must be carried by all workers at all times.
- Must be worn whenever there is a possible exposure to cuts, abrasions, pinch-points or other hazards and tasks that have the potential to cause hand injuries.
- Gloves must be appropriate for the task.

6.9 Training and Education

- Contractors shall educate their workers on the uses, limitations, maintenance requirements, etc., as outlined by the equipment manufacturer.

Copies of the training records shall be made available for review upon request.

7 ENVIRONMENTAL PROTECTION

7.1 Contractor Environmental Response Plans

The primary purpose of this section is to provide limited general guidance to contractors working for Edmonton Airports to quickly, safely, and effectively respond to a hazardous material spill incident. It is not a site-specific plan for a specific project. For detailed information on preparing a plan, refer to the CAN/CSA-Z731-95 Emergency Planning Standard for Industry.

Of all the possible airport environmental emergencies, oil/fuel spills present the greatest overall risk. Not only does fuel represent the greatest spill volume, once released, it presents hazards such as fire/explosion, hazards to human health, and environmental contamination.

Prior to starting a project all contractors should assess the nature and risk of potential hazardous material spills to develop a site-specific response contingency plan for the project and provide appropriate spill response training to their employees.

7.2 Initial Response Actions

The circumstances of individual spill incidents will vary widely depending on specific factors such as location, type of product, source and rate of discharge, time of day or week, and weather. The initial generic response actions described below are the actions necessary to invoke spill management and cleanup.

- **Ensure** the safety of all personnel (i.e., workers, passengers, and tenants).
- **Stop** the product flow if safe to do so.
- **Isolate/Secure** the area.
- **Assess** the situation
- **Notify** the **IOC** 780-890-8327 and Emergency Response Services **911** (for co-ordinating emergency response action) and Manager, Safety and Airfield Compliance (ensure regulatory agencies are contacted/site remediate/proper documentation to follow).
- **Contain/Recover/Clean-up**

7.3 Spill Classification

Prior to notification, any person who discovers a spill must identify it as a minor or major as defined by CSA-B836, Storage, Handling, and Dispensing of Aviation Fuels at Aerodromes. The following table provides the classification category as per the CSA document.

Table 7-1: Spill Classification

Minor	Major
• Spill can be contained. • Spill area does not exceed 1.5 m (5ft) in any direction and is less than 12 mm (1/2 inch). • Spill has not entered an underground utility a subsurface or surface body of water or soil. • Spill has not entered other areas that may be deemed receptors	• Spill area exceeds 1.5 m (5ft) in any direction and is greater than 12 mm (1/2 inch). • Presents a safety hazard to aircraft, vehicle, facilities, or persons within 15 metres of the contaminated area. • Has or may have the potential to enter a receptor

7.4 Notification

All spills, regardless of size, are to be reported by the spill observer or person-in-charge immediately to **IOC** and then to Emergency Response Services. ERS will determine if further support is required and inform the Environmental Team if reporting needs to be completed for regulatory bodies.

IOC 780-890-8327

Emergency Response Services – 911

7.5 Regulatory Agency Notification

After a spill there may be a requirement to notify regulatory agencies. As soon as it is safely possible to do so, the contractor person-in-charge will make the following calls or designate an employee to notify those regulatory agencies

For Land Spills on Federal Airport Property

Environment Canada/Alberta Environment – 1-800-222-6514

This includes spills or releases that get off hard surfaces or enters storm sewer systems. Ensure the call center personnel are aware that the spill occurred on federal land. They will require a written follow-up report within seven calendar days.

For Spills into Sanitary Sewer Systems

Leduc County Public Works and Utilities 780-955-7226

7.6 Initial Reporting Guideline

As information about a spill is passed on through the notification process to various personnel and agencies, it must be clear, concise, accurate, and delivered in a timely manner. The minimum information communicated in any report includes:

- Name & telephone number of caller
- Date and time of call
- Estimated time of spill/release
- Location of spill/release
- Hazardous materials spilled/released
- Estimated quantity spilled
- Actions taken so far
- Evacuation required
- Assistance required

Refer to the spill release report in Appendix A as a guide.

7.7 General Spill Characteristics

7.7.1 Water Spills

The typical characteristics of light density fuels when spilled on water include:

- The product will spread quickly across the surface of the water in a thin film or sheen
- If uncontained, the product may cover a wide area.
- A strong odor may be present even at non-toxic levels
- Product will tend to evaporate rapidly compared to thicker or more viscous oils
- In a sheltered environment, evaporation of the product may be slow; evaporation and wave action are effective on small spills in a high-energy environment.

7.7.2 Land Spills

Typical characteristics of light density fuels when spilled on land include:

- Soil penetration will be dependent on the permeability of the soil and on the moisture content of the ground. If the ground is sufficiently wet, the product will float on the water and soil penetration will be limited but surface migration will be more rapid. If the ground is dry, the product will be able to penetrate the ground more easily resulting in contaminated soil
- Product which seeps into the ground may settle at the top of the water table and can reappear months later, some distance away, on the surface or in a water well
- Product released onto pavement or concrete will spread rapidly across the surface and evaporate quickly. Penetration into the concrete or pavement should be minimal if the spill is cleaned up quickly
- The behavior of these products determines the most appropriate and effective response tactics to be taken by responders to contain and recover the spilled product, protect sensitive environmental resources, and to clean-up the spill site and other affected areas

7.8 Response Equipment List

Contractors and sub-contractors handling hazardous materials on Edmonton Airports property should have in place a site-specific contingency plan and be capable of providing an initial first response to a spill/release of hazardous materials. Additional response equipment belonging to the Airport Airports can and will be made available to contractors on a replacement or cost recovery basis.

The Project Manager and the contractor will jointly determine the type and quantities of spill response equipment required for each project based on the project environmental risk assessment. The following equipment list is an example of response equipment that may be required for a small project with minimal risk.

LOCATION	QUANTITY	DESCRIPTION
Job Site	1 Spill Kit	Containing: 100 sorbent “white” pads – polypropylene (fuels & lubes) 25 sorbent “general purpose” pads – cellulose (glycol) 6 sorbent socks - polypropylene 3” x 48” 1 drain cover; neoprene 36” x 36” 1 roll of barrier tape - 300’ 4 refuse bags (6 mil) Personnel Protective Equipment (PPE) for two: nitrile gloves, splash goggles, poly-coated Tyvek suit and boots. 1 - spill kit container List detailing contents of kit and where to obtain replacement items. Set of instructions on how to use each item in the kit.
Individual Equipment	Small Kit	Nylon spill kit containing; 20 pads, 2 sorbent socks, refuse bag, goggles and gloves.

7.9 Environmental Guidelines - Earthworks

Construction projects usually involve land disturbance such as removing vegetation and reshaping topography. Such activities make the soil vulnerable to erosion. Soil removed by erosion may become airborne and create a dust problem or be carried by water into natural waterways and pollute them.

7.9.1 Erosion

When considering land disturbance and its consequences, priority should be given to preventive rather than treatment measures.

To develop effective erosion controls it is necessary to obtain information on the erosion potential of the site where soil disturbance is planned. Erosion potential is determined by soil type and structure, vegetative cover, topography, rainfall and wind, and the nature of land-clearing. Erosion potential will also be affected by the type, nature and intensity of the earthworks.

Groundcover provides the most effective means of preventing erosion. Consequently, sediment run-off and dust controls depend on retaining existing vegetation or re-vegetating and mulching disturbed areas as soon as possible.

The following measures should be taken to minimize erosion:

- Keep land disturbance to a minimum.
- Re-vegetate progressively as each section of work is completed. The interval between clearing and re-vegetation should be kept to an absolute minimum.
- Program construction activities so that the area of exposed soil is minimized during times of the year when the potential for erosion is high, i.e., during summer when intense rainstorms are common.
- Smoothly graded cut and fill slopes should be avoided. Instead, surfaces should be roughened perpendicular to the flow direction in order to retard surface water run-off and increase filtration.
- Stabilize the site and install and maintain erosion controls so that they remain effective during any pause in construction. This is particularly important if a project stops during wetter months.
- Keep vehicles to well-defined haul roads.

7.9.2 Contaminated Stormwater

Soil eroded during land disturbance can wash away and contaminate stormwater. The type of sediment controls used for a particular situation depends on the nature of the site combined with rainfall patterns, soil type and topography. There are three ways of minimizing sediment run-off.

Reduce stormwater on the site

If uncontaminated surface water enters a recently cleared site, it will quickly pick-up sediment and need to be treated. As more water enters the site, it could add to the erosion potential, increasing the risk of pollution.

It is therefore desirable to divert stormwater away from areas of exposed soil. This can be done by constructing diversion banks and intercept drains around the site while ensuring that the water discharging from such banks or drains is disposed of without causing erosion.

Wherever possible, new on-site inlets should not be connected to stormwater drainage system until the site has been stabilized and rehabilitated. This will ensure that silt-laden stormwater cannot escape the site via this route. Instead it will have to be treated on-site.

Water Flow Rate

There is a direct relationship between water flow rate over exposed soil and the rate of erosion. Installation of rock structures on the site to retard water flows is an effective measure to reduce erosion in areas where high water flows are expected. It is desirable to minimize continuous slopes where flowing water can scour.

To prevent scouring, drainage lines may need to be lined or velocity-reducing structures, such as crushed rock or geotextile placed in the drainage line.

Slopes

Any natural drainage lines that discharge water on to the top of a slope should be directed to grassed areas by interceptor drains. Otherwise water will run down the slope, eroding it. Perimeter banks or sediment fences should also be constructed at the toes of the slope to contain sediment run-off.

7.10 Environmental Guidelines – Dust Control

Dust from unpaved roads can be a significant source of particulate matter in the atmosphere and can have numerous environmental and socio-economic implications such as air pollution, impairment of driver vision, health impacts, and impacts to aesthetics. Road deterioration can increase because of loss of fines since they act as road surface binders. This can lead to road safety issues, increased economic cost to vehicles and increased road maintenance needs. The use of dust suppressants has been shown to lower road maintenance requirements and associated costs as well as mitigate the environmental and health impacts associated with road dust.

The following measures taken to reduce dust problems:

- Prevent the generation of dust in preference to applying dust suppression measures.

- Ensure in the project schedule that the area of cleared land is minimized during the drier months of the year, when dust generation is at its greatest.
- Water haul roads promptly. Frequency of watering will be determined by weather conditions and the erodibility of the soil.
- Water areas other than haul roads, if they are a source of dust.

7.11 Environmental Guidelines – Concrete and Pavement

7.11.1 Concrete

A concrete wash-down area needs to be established and maintained on the project site so equipment can be properly washed without contaminating the stormwater system.

The following best management practices should be taken to reduce negative impacts associated with concreting activities:

- Wash down area must be located with appropriate sediment controls. These should be inspected and maintained regularly and be repaired or replaced as necessary.
- To minimize the amount of wash-down water generated, scrape excess concrete off the equipment before it is washed.
- Excess concrete should be placed into a site receptacle designated for concrete and masonry and allow to set.
- A high pressure, low volume water spray nozzle conserves water usage and reduces maintenance of sediment controls.

Wash-down water is best managed by draining it into a container, allowing the water to stand until the solid particles settle at the bottom. After adjusting the pH of the water to neutral, it can then be siphoned off and reused, and the residue in the bottom can be allowed to set, then recycled with other excess concrete and masonry material. No wash-down water may be disposed of to the sewage system.

Wash-down area should drain to a low point where water is allowed to percolate through geotextile fabric into the soil. The settled and hardened concrete residue on the ground must be allowed to set and must be placed in a designated concrete/masonry recycling bin on-site. Do not allow equipment wash-down water to flow directly into a stormwater system.

7.11.2 Pavement

Pavement management activities may create environmental issues that need to be addressed in planning and undertaking. The following best management

practices should be taken to reduce negative impacts associated with asphalt surface activities:

- Prior to surface management activities, identify what areas of the stormwater drainage system are nearby i.e., manholes and drainage ditches.
- Determine how much of an impact the activities will have on the system to identify if there are environmental concerns.
- Work activities should be undertaken during periods of dry weather to minimize contaminated run-off.
- If work activities need to occur during or around rainfall, take steps necessary to ensure stormwater run-off is prevented, particularly for surface repair works requiring the application of patching and sealing compounds, tar, asphalt, and chemical surface sealants.

7.12 Environmental Guidelines - Waste

Waste storage should be conducted in approved containers. Waste should not be stored for excessive periods of time and should be transported off-site for disposal as soon as possible. Garbage shall be disposed of in a designated landfill site. Contractors need to maintain a high quality of housekeeping and ensure that materials are not left where they can be washed or blown away to become litter.

Throughout the life of a project, waste and debris may be found in storm drainage courses such as ditches, swale, culvert, etc. or surface drainage features such as manholes, catch basins, etc.). When this occurs, it must be removed on completion of the work.

7.13 Environmental Guidelines – Hazardous Materials Storage

Hazardous materials can include, but are not limited to, fuel, hydraulic oil, paint and solvents. All materials shall be stored using purpose-made CSA and ULC listed containers clearly labeled and stored in lockable cabinets. Spill containment shall be provided as a best management practice. Hazardous materials shall be disposed according to applicable legislation.

Storage of hazardous materials such as fuel on construction sites shall conform to Environmental Code of Practice for Aboveground and Underground Storage Tanks Systems Containing Petroleum and Allied Petroleum Products and the *National Fire Code* and *Alberta Fire Code*.

8 OPERATIONAL COMPLIANCE

8.1 CRANES

- Crane usage at the Edmonton International Airport has the potential to create significant impacts on operations, as well as impacts to the airport's certification. It is important that prior to crane erection and movement on airport property, the details be reviewed to understand the impacts and the required mitigations. Crane usages will undergo one of two types of reviews: Minor or major.
- A crane assessment form has been included in Appendix B. To initiate the review process, complete the form with details such as height, time and locations and send it for evaluation via the EA Project Manager. The EA Project Manager and contractor will be notified of all accepted reviews and will be responsible for notifying the Manager, Safety and Airfield Compliance the day before the approved crane is erected or moved on site.

8.2 Minor Review

- Minor reviews occur when cranes are unlikely to cause operational impacts, which may include:
 - Smaller mobile cranes.
 - Usage for short periods of time.
 - The maximum tip height will not exceed the height of neighboring structures.
 - The crane will be located in a non-sensitive area (like groundside).
- Minor reviews require a minimum 72-hour notification and do not require the issuance of a NOTAM for potential crane impacts.

8.3 Major Review

- Major reviews occur when large crane operating at heights greater than neighboring structures, or a crane is to be at height for extended periods of time. A major review involves submissions to Edmonton Airports as well as Transport Canada and NAV CANADA to understand possible impacts to aviation safety that will require mitigation.
- Transport Canada's review process is conducted through their Aeronautical Obstruction Clearance Form process. Typical review timings are between one and two weeks.
- For crane usage in sensitive locations on the property, NAV CANADA will review this through their Land Use Submission Form Process. Edmonton Airports will coordinate the submission of requests on behalf of the contractor. Typical review timings are three to four weeks.

- The results of the Transport Canada and NAV CANADA reviews will be complied to form the mitigation strategy to maintain aviation safety while lifting occurs. Mitigations can range from basic notification NOTAMs to operational restrictions to runway closures. If the results of a major review identify the potential for significant operational impacts, the contractor will be notified, and changes will be required in order for the crane usage to be approved.

8.4 NOTAM

NOTAMS are an advisory notice broadcasted to pilots. They contain information on the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to flight operations.

8.5 Examples of when NOTAM's should be issued:

Significant changes in serviceability of runways and associated approach or runway lighting systems that could restrict aircraft operations:

- The presence or removal of obstructions considered hazardous to aircraft navigation. Hazardous obstructions are defined in TP 382E, Standards Obstructions Markings, Chapter 2, General Criteria.
- The establishment, withdrawal, or significant changes to designated airspace or air traffic procedures and services.
- Interruptions in service or unreliability and the return to normal operation of enroute and terminal aids to air navigation.
- The establishment or withdrawal of electronic and other aids to air navigation and aerodromes.
- Changes in frequency, identification, orientation, and location of electronic aids to air navigation.

8.6 Requirement for NOTAM

As the requirement for a NOTAM is based on the need to mitigate an aviation safety impact from a construction-related activity, the need for a NOTAM is established through the development of a Plan of Construction Operations for an airside project. The Plan of Construction Operations identifies when a NOTAM is required, according to the project schedule, and NOTAM language required.

8.7 Request for NOTAM

All NOTAM requests must be submitted a minimum of three days prior to the anticipated date that the NOTAM is scheduled to take effect. Submission of the Request for NOTAM does not constitute a guarantee that the NOTAM will be approved. Approvals will be subject to acceptance by Edmonton Airports and Project Managers must receive confirmation that the NOTAM has been granted prior to proceeding.

- The Request for NOTAM must include:
- Name, phone, and fax number of Requester.
- Date that NOTAM is to take effect, length of time that NOTAM required, and recurrence if necessary.
- Details on the nature of the aerodrome impact that requires the NOTAM to be placed, reference approved Plan of Construction Operations for the work
- Details from the approved crane review, which may include height of “obstruction”, if applicable.
- Swing and/or arc radius of “obstruction”, if applicable.
- Location of “obstruction”, given in latitude and longitude coordinates.
- Distance of “obstruction” from nearest runway

The Airport Authority reserves the right to request or require further documentation, information or other relevant materials as necessary to ensure that the NOTAM requirements are properly met, and to stipulate any requirements appropriate to ensuring the “obstruction” is properly located, marked and identified as necessary to ensure the safety of aircraft and/or normal operations.

8.8 Voice Advisories

Voice advisories are an alternative to NOTAM's and are often required for work on taxiways and aprons. The requirement for a Voice Advisory would be identified in a project's Plan of Construction Operations.

- Questions regarding voice advisories should be referred through the Project Manager.

9 PREVENTATIVE MAINTENANCE

9.1 Purpose

When tools, equipment, or designed structures are not maintained to the manufacturers or engineers' specifications, failures may occur resulting in loss. Contractors shall verify that tools, equipment, machines, and structures used for work at Edmonton Airports' premises:

- Are maintained in a condition that will not compromise the health or safety of workers using or transporting the equipment.
- Will perform the function for what it was intended for or was designed.
- Is of adequate strength for that purpose and is free from defect.
- Where a worker has equipment under his/her control that does not function according to manufacturer's specifications, the worker shall remove the item from service.
- The contractor who owns the item shall have it repaired by a qualified person with manufacturers approved parts to restore the tool or equipment to the standards it was approved under (i.e., CSA) or removed from Edmonton Airports' premises.

9.2 Locking out Defective Equipment

Equipment that is to be locked out to control the energy source will be done so in compliance with Part 15 of the Alberta Occupational Health and Safety Act, Regulation & Code. Please reference 5.6 and 5.7.

9.3 Tagging out Defective Equipment

If equipment or tools are tagged out of service, then the following information shall be marked legibly on the tag:

- Danger do not operate.
- The date the tag was installed.
- The workers printed and signed name.

10 MONITORING THE STANDARDS

10.1 Inspection Purpose

The purpose of an inspection is to measure the compliance to established standards, to commend excellence and correct deviations from the standards.

10.2 Informal Inspections

May or may not be documented. These inspections are done on an ad-hoc basis as opposed to being scheduled. When a contractor supervisor corrects a deviation from a standard, he/she may document the corrective measures in their daily progress report. Inspections can occur at any time from an YEG Project Manager or YEG Safety Coordinator. FLHA's will be inspected at this time and to ensure all correct documentation is readily available.

10.3 Formal Inspections

- Are documented, follow a distribution system and are scheduled.
- Contractors will be expected to perform scheduled inspections as per the Contractors' Environmental, Safety and Loss Prevention Program.
- Records of scheduled and periodic inspections are to be maintained for the duration of the contract.
- Distribution Reports:
 - A copy of the contractors' inspection results will be given to Edmonton Airports' Project Manager or to Edmonton Airports Manager of Safety upon request.

10.4 Governmental Inspections

If a governmental department inspects a contractors' work area of responsibility and issues an order, Edmonton Airports shall be given a copy of the report immediately after the contractor receives the documentation or within a reasonable period if after regular business hours. All issues shall be resolved and corrected within the prescribed amount of time as noted on the order.

10.5 Posting Inspection Results

The contractor shall post, for worker access, all governmental inspection documentation for a 10-working day period.

10.6 Auditing/Inspection Procedures

To ensure project compliance, Contractor's will, as part of the auditing process:

- Conduct, at a minimum, weekly self-inspections of their operations or facilities. This may include but not be limited to daily tailgates, hazard assessments, hazard controls, emergency response plans. Depending on the scope of work and potential severity of hazardous conditions/behaviors, the self-inspections will be conducted on a daily basis. Additional unscheduled audits or inspections may be requested at the discretion of the YEG representative(s) in response to regulatory agency inspection or a significant on-site incident, near-miss or injury.
- Participants will conduct daily walkthrough inspections of their work areas to assess environmental health & safety problems, deficiencies, or adverse conditions. Corrective actions will be taken when violations and/or deficiencies are observed. Appropriate documentation will be sent to the YEG representative(s).
- Participate in all compliance inspections, with YEG representatives.
- Attempt to eliminate the hazard or non-compliance on the spot or as soon as possible after completion of the inspection.
- Resolve all non-compliances. Resolution shall include the non-compliance, corrective actions, and time period.
- Stop all work posing an imminent danger and/or substandard condition until corrective action has been taken and accepted.
- Contractors are responsible for implementing corrective actions for every identified item and shall track the status of each item. Requirements for implementation of corrective actions are as follows:
 - Whenever possible, on-the-spot corrections will be accomplished. For these cases, information regarding the corrective action can be provided to the YEG representative(s) when reporting the results of the audit/inspection.
 - For items that cannot be corrected immediately, the Prime Contractor will identify appropriate corrective actions to the YEG representative(s) for concurrence.
 - If implementation of the final corrective action will require more than 30 calendar days to accomplish, an "interim action" must also be implemented to prevent incident/injury from occurring until the final corrective action is implemented.
 - As each corrective action is implemented, the Prime contractor will provide written notification to the YEG representative(s).
- A review of critical SOPs (Standard Operating Procedures) by the affected Contractor will occur prior to each required use and documentation of the review process will be made available to the YEG representative(s) upon request.

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- The YEG or its representative reserves the right to audit all aspects of a contractor's HSE policies, procedures and processes.

11 EMERGENCY PREPAREDNESS

11.1 Emergency Assistance Program

- Each contractor shall have the means and knowledge on how to communicate an emergency occurrence. Participation in this element may be as simple as knowing the nearest fire alarm pull station to participating in a rescue operation until medical responders take over the scene.

11.2 Purpose and Scope

- Proper planning and preparation shall provide effective management of any incident, spill or disaster, with the objective of ensuring the personal safety of all individuals within the influence of the project and to reduce damage to property and the environment.
- To accomplish these objectives, Edmonton Airports requires that the prime contractor develop a Construction Emergency Response Plan (CERP) for each construction site/area prior to the commencement of construction activities.
- The CERP shall detail specific responses to the following occurrences:
 - Serious injury or fatality.
 - Fire or explosion.
 - Hazardous material release/spill.
 - Threat of insurrection.
- The CERP shall also address potential risks associated with the project due to:
 - Working in remote locations on airside, where response times of emergency services personnel may be increased.
 - Working inside the terminals, wherein minor events could have adverse effect on tenants and the general public.
 - Working in proximity to airside and aircraft, wherein minor events could have the potential for creating substantially larger events, i.e., fire, aircraft damage, flight delays.
- Where site access and egress routes change frequently as areas are added to the project or turned over to the Airport Authority/tenant, **Edmonton Airports Emergency Response Plan will be followed where applicable.**

11.3 Roles and Responsibilities

The Project Manager shall ensure that:

- The CERP has been properly developed, documented and posted conspicuously on the site. A command structure has been established that identifies the contractor Person-in-Charge, and as many alternates as deemed necessary based on types of hazards, number of workers on the jobsite, size of jobsite and any other consideration. The person named as the contractor Person-in-Charge is knowledgeable of the requirements of the role and capable of undertaking the CERP duties.
 - A responsible person is designated to manage the CERP.
 - Supervisory personnel are aware of their respective roles and responsibilities, and that said personnel have received appropriate instruction and training.
 - All workers receive appropriate indoctrination in emergency response measures.
 - All site visitors receive indoctrination in site emergency procedures.
 - Workers have appropriate training on emergency equipment.
 - The CERP is regularly reviewed and updated to reflect any changes in area, environment or risk factors.
 - Changes to the CERP are disseminated to all subcontractors, workers and visitors.
 - On-site drills are conducted as required to ensure that the program is operating effectively.

Contractor Supervisors shall ensure:

- When an event is reported, immediately assess the situation and initiate the appropriate response measures.
- The appropriate calls are made to emergency agencies, contractor management and Edmonton Airports.
- That all personnel under his/her authority is accounted for, and report to the contractor Person-in-Charge whether any of his/her personnel are not accounted for.
- All changes to areas, egress routes or emergency equipment that could affect the CERP are reported.
- All upcoming shutdowns to emergency equipment, egress routes etc. to the CERP manager are reported.
- Emergency equipment is maintained in proper functioning order.
- Workers who violate CERP requirements are disciplined.

Workers shall ensure that:

- They immediately report any situation or incident that comes under the CERP to their supervisor. If they are unable to report directly, that they initiate a response by sounding a site warning device or requesting another worker to initiate the response.
- They immediately report the use of any emergency equipment to their respective supervisor.
- They report to the muster area when an evacuation has sounded and advise their respective supervisor on the location of any accounted for colleagues.
- They abide by the conditions of the CERP.

Emergency Response Coordinator shall:

- Upon notification of an event, immediately assess the scene and initiate the appropriate level of response.
- Secure the scene, evacuate personnel as required.
- Determine the extent and number of injured persons.
- Initiate, as per the CERP, the notification process; liaise with responding agencies.
- Co-ordinate rescue, injury management, firefighting, spill containment efforts until such times as the incident has been resolved, or until relieved by a higher command authority.
- Determine whether any persons are unaccounted for and report this information to rescue personnel document the scene and co-ordinate the investigation.
- Provide written reports to management and other concerned parties.

11.3 Identification of an Emergency

A situation which has the potential to be classified and treated as an emergency may become apparent in a number of different ways, including but not limited to:

- An incident has occurred where a worker or workers have sustained injuries or death.
- An incident has occurred where structural collapse or significant property damage was sustained.
- Automated warning systems have been activated in the existing facilities as a result of fire, smoke, heat or gas detection.
- A release/spill of hazardous materials has occurred that may be harmful to persons or cause serious environmental damage.
- A verbal warning has been given by an individual who is aware of a major safety problem.
- An evacuation signal has been initiated within the construction area by a person who is aware of a major safety concern.

- The contractor has been advised by responsible Airport Authority personnel that an event has or will occur that could affect the safety of individuals on the construction project.

11.4 Notification

Each CERP shall have an Emergency Contacts List (ECL) that will include a list of all persons and/or agencies that may require notification of an event. This information shall be prominently displayed on the site Project Information Board and near site telephones. The ECL shall be updated as required to reflect current command structures and corresponding phone numbers.

11.5 Emergency Assistance List

- A copy of the Contractor's Emergency Assistance List indicating emergency personnel and contact information will be prepared by the Contractor. This list will be posted above each phone or radio dispatch station.
- The contractors' workers shall be trained on the use of the communications system to ensure workers know how to call for help. This is the responsibility of the contractors' supervision.
- Edmonton Airports' contractor orientation will provide appropriate emergency numbers for the airport.

11.6 Emergency Evacuation

- Each contractor supervisor shall educate his or her workers about Edmonton Airports Emergency Evacuation Plan. Assistance in the training may be acquired through Edmonton Airports' Project Manager who will request assistance from the Fire Chief/ Manager of Emergency Response Services (ERS).
- A general evacuation plan shall be developed and posted for each site. The objectives of the plan shall be:
 - To provide for a quick, safe evacuation of all employees in the event of an emergency.
 - To establish the necessary teams and equipment required to respond to the emergency.
 - To account for all personnel at the assembly points.
 - Report to the Edmonton Airports fire department an "all clear" or "not all clear".
- All workers shall, when notified, immediately shutdown equipment and proceed in an orderly manner to the designated evacuation point or assembly area. The respective supervisors shall take head counts. Workers shall not return to the site until proper authorization has been received.
 - The evacuation plan shall include:

- A checklist for securing any equipment or work in progress at the time of the evacuation.
- A list of assembly areas, including alternates, to which employees are to go in the event of an evacuation signal Map(s) showing assembly areas and routes.
- A system of accounting for all employees at assembly areas Criteria for confirming the safety of the area prior to allowing workers to return to work.
- A system of signals for "evacuation", for "test" and for "all-clear."
- A plan for practicing evacuations and testing the suitability of the accounting system.
- A plan for checking the availability of emergency equipment on a frequent basis.
- The evacuation plan shall be discussed at the site safety orientation sessions and the site evacuation plans shall be posted in conspicuous places around the site and the Project Information Board.

11.7 Emergency Equipment

- An itemized list of equipment - including equipment locations - which could be utilized in the event of an emergency shall be prepared, updated and posted on the Project Information Board as well as being made available to:
 - Airport Authority Operations.
 - YEG Fire Department.
 - Alberta Health EMS.
 - Other Airport Authority departments or external agencies as requested.
- The following categories shall be included:
 - First Aid Equipment and Attendants.
 - Fire Fighting Equipment.
 - Equipment Available for Rescue, Evacuation or Spill response.
 - Radio Equipment.

11.8 First Aid Requirements

- Contractors will verify that they have an adequate amount of first aid trained personnel and necessary equipment on any given work shift as outlined in the Alberta Occupational Health & Safety Act, Regulations and Code.
- Worker injuries take precedence over construction site activities and normal airside operations.
- The site First Aid Attendant will evaluate the injured worker(s) and ERS will make decisions regarding the need to transport the injured worker, including the appropriate level of transportation.
- Accordingly, in medical situations the Airside Escort will take direction from ERS in all matters relating to the disposition of the injured worker(s).

11.9 Fire Prevention

- Each contractor will be required to participate in Edmonton Airports' Fire Prevention Program.
- It's the expectation of the Edmonton Airports that every reasonable and prudent effort will be taken to prevent or minimize the risk of fire. The safety of all persons, property, environment and equipment shall have the highest priority.
- This program encompasses hot work performed inside the Terminal Buildings, on Groundside and Airside. At the discretion of Edmonton Airports fire safety requirements may be imposed on tenant leasehold space, including aprons, where the risk of fire is deemed to be detrimental to the normal functioning of the Airport.
- Requirements under the program shall vary depending on the location, duration, and potential hazards identified with the work. Hot work may only be undertaken with the express written consent of the Edmonton Airport Authority fire department and shall be subject to compliance with components of the program.
- Hot work permits are required for any work process that creates a spark, flame or heat. 48 hours' notice to Edmonton Airports Project Manager is required. Emergency Response Services shall issue and approve all Hot Work Permits.

11.10 Hot Work Definition

The following criteria will constitute hot work under the Construction HSE Manual:

- Welding, cutting or soldering employing open flame.
- Arc welding or similar processes creating hot by-products.
- Equipment or processes that create spark and/or flame.
- Any equipment that uses combustible fuels and has an open flame not tied into the building fire systems. Several examples of this are: propane heaters, hot water tanks and barbeques.
- Any other activity or equipment that could generate a heat source sufficient to cause combustion.
- Edmonton Airports Hot Work Permit will be followed.

11.11 Hazard Assessment

Prior to any hot work proceeding, the contractor must complete and submit the appropriate Fire Safety Hazard Assessment to the Edmonton Airport Authority fire department for review and approval. Hazard Assessments must be submitted a minimum of 2 working days in advance of the start of hot work activities.

11.12 Hot Work Procedures and Monitoring

- The following procedures shall be required for all hot work:
- Persons performing work are properly trained and qualified
- Ensure that work area is clear of flammable materials
- Combustible walls must be adequately protected by fire blankets, metal or other protective materials
- Combustible materials that cannot be moved must be adequately protected,
- Fire extinguishers must be present at work area
- Appropriate personal protective equipment must be worn/used by all worker(s)
- Where required, flash shields or other adequate protective devices must be used to prevent harmful exposure to persons within the influence of the work
- Once hot work is completed, the area will be inspected to ensure no lingering embers or hot spots remain
- Between 15 and 30 minutes after hot work is completed the area will be re-inspected to ensure that no hot zones remain
- For all airside work, notification shall be made to Airport Authority Operations prior to starting, and upon completion, of all hot work

11.13 Fire Prevention and Training

- All workers must receive instruction on the relevant fire prevention rules and regulations for each area where hot work will occur. Locations of firefighting equipment must be identified, well-marked and maintained to provide easy and quick access. Procedures to be followed in the event of a fire shall be posted on the Project Information Board.
- Persons performing fire watch must receive proper instruction on the use of portable fire extinguishers, and shall be trained in the operation of hydrants, hose cabinets and stations if said equipment constitutes part of the firefighting methods employed on the construction site.

11.14 Reporting of Incidents Involving a Fire

All fires, regardless of size, shall be promptly reported to the Edmonton Airport Authority fire department (911), to the IOC (780 890-8327) and to the Project Manager. An investigation shall be conducted to determine the cause of the fire, along with recommendations for adequate measures to prevent a reoccurrence.

11.15 Waivers

- At the discretion of Edmonton Airports, some components of this program may be waived if the risk of fire from the hot work is such that the implementation of the component is unwarranted. Contractors should consult with Edmonton Airports Project Manager.
- Waivers may be granted in circumstances where the hazard assessment and subsequent preventative measures have previously been determined through the Facility Alteration Permit process. Waivers may also be granted when an existing fire safety program is already in place through a base building contractor which all other contractors shall follow.
- Waivers shall be provided in writing, identifying which components of the program may be waived. Under no circumstance shall granting a waiver negate the contractors' responsibility to follow all other aspects of the program.

11.16 Security of Work Area and Tools

Edmonton Airports assumes no responsibility for lost or stolen items.
Contractors are responsible for the security of their tools and equipment.

11.17 Media Relations

- Edmonton Airports has a Corporate Communications department, which will field questions from the media. This department handles all media liaison.
- Contractors and their workers are encouraged to politely direct any media inquiries to Edmonton Airports' Corporate Communications department.

12 GENERAL REQUIREMENTS

12.1 General Rules

- All personnel shall adhere to the following general rules:
- Radio or personal music device headphones shall not be permitted on site since they render the user unaware of potential dangers and a sounded evacuation alarm.
- Firearms or weapons of any kind are not permitted on the premises.
- Beverages and drugs that may cause impairment are not permitted.
- Workers are to report equipment and property damages to their supervisor.
- Personnel who perform lifting tasks should verify that good ergonomic posture is used when handling material. Lift with your legs, not with your back.
- Theft, vandalism, horseplay, and fighting will not be tolerated and are grounds for immediately being asked to leave the workplace after potential charges have been laid.

12.2 Housekeeping

The contractor shall adopt a “Clean As You Go” attitude. Any materials or debris with a potential of becoming blown around the project either airside or groundside poses a high risk of damage to jet engine aircraft. The risk of damage to an aircraft due to the ingestion of Foreign Object Damage (FOD), such as extraneous construction materials is significant, not only in terms of the cost of repair or the down time of the aircraft itself, but the potential for injury or the death of passengers as a result of the catastrophic loss of the aircraft. Good housekeeping should also include the control and clean-up of mud and stones tracked onto aprons and aircraft maneuvering areas.

12.3 Foreign Object Damage (FOD) Control

- The Foreign Object Damage/Debris Control Program details Edmonton Airports’ policy for the prevention of foreign object damage/debris (FOD) to aircraft on movement surfaces. Foreign object damage/debris can be caused by the presence of any material that may be ingested into aircraft engines or cause other damage to aircraft and vehicles. Types of FOD include paper, small hardware (such as bolts, nuts, nails), stones, baggage hardware (such as handles, wheels, locks) and other debris.
- Everyone whose working airside is responsible for monitoring potential FOD hazards and ensuring that foreign objects are not discarded on or near aircraft maneuvering areas.

12.4 FOD Protocols

Edmonton Airports procedures for the control and removal of foreign objects involve daily inspections, constant monitoring, provision of foreign object control receptacles, corrective actions for various types of common FOD hazards, and levels of administrative involvement.

12.5 Responsibilities

- Edmonton Airports
 - The Airport Safety Team with the help of Airfield Maintenance are responsible for Edmonton Airports' FOD Program. All employees (and contractors) are required to monitor potential FOD hazards on an ongoing basis and take steps to eliminate them or bring them to the attention of the IOC and Field Maintenance.
- Airport Contractors
 - All airport contractors working on airside are required to appoint a FOD control officer. This officer is responsible for ensuring that the company's FOD control procedures are followed, and that all workers (and contractors) are aware of potential FOD hazards and act to eliminate them.

12.6 Procedures

- Maintenance and servicing contractors (including aircraft maintenance contractors) should account for all tools and hardware used during the repair and maintenance of aircraft on airside areas.
- Foreign objects found in the vicinity of an aircraft must be identified and, if determined to be from an aircraft, the airline responsible for the aircraft should be notified immediately.
- All contractor workers should be aware of potential FOD hazards resulting from their actions. FOD control is everyone's responsibility. When FOD is found, it should be removed and identified immediately.

12.7 Frequency of Inspections

- Edmonton Airports Field Maintenance staff complete daily inspections of aircraft maneuvering areas. Ongoing monitoring is required by all contract workers at the airport including airline and control tower personnel, who are working on or near aircraft maneuvering areas.
- Contractors will keep access and egress areas clean and free from slipping and tripping hazards.
- The contractor shall maintain a clean workplace at all times (a "clean as you go" approach), including:

- Immediate removal of any material that may become FOD (Foreign Object Damage/ Debris). In an airport the control of FOD is essential and is a fundamental obligation of the contractor.
- Design of construction techniques to reduce the risk of FOD, such as barriers, screens, etc.
- Maintenance of access/egress paths to avoid tripping and slipping hazards.
- Wherever possible, hang cords and hoses above workers.
- Remove debris and construction waste material from work areas to prevent congestion and eliminate hazards.
- Maintain access roads to avoid vehicular damage to public and construction traffic.
- Regular water spraying of appropriate area of the site to avoid FOD and dust clouds in general.

12.8 Traffic Hazards

Contractors shall take appropriate measures to ensure workers are protected from traffic hazards. Control measures include Traffic Management Plans

12.9 Barricades, Signage, and Hoarding

- The Contractor shall ensure that sufficient warning and protection is in place wherever the general public can access a potentially hazardous work area.
- Hard barricades and signs will be required wherever the general public can access a potentially hazardous work area, creating an exclusion zone.
- Barricades shall be highly visible and of adequate strength to perform the task. Barricades cannot be attached to Edmonton Airports furniture or fixtures i.e., rope tied to chairs and garbage cans.
- Exclusion Zone hoardings shall be constructed in such a way to prevent construction activities, material movement and material storage accessible to the general public.
- No unauthorized worker or public member shall have access to an exclusion zone.
- The contractor responsible for the exclusion zone shall verify that an emergency evacuation for workers inside the exclusion zone is possible and communicated to the affected workers.

12.10 Manual Handling

- No worker shall manually lift or move materials or equipment exceeding 50 lbs. (23 Kg).

- Materials and equipment exceeding 50 lbs. (23 Kg) must be handled by mechanical means or by more than one person.
- The maximum amount of weight a single person may lift may be reduced after a complete and accurate hazard assessment is done taking into account, in addition to weight:
 - The physical size and configuration of the object,
 - Distance to be moved,
 - Number of items to be moved,
 - Level (above shoulders, below waist), and
 - Any other factors which may increase the likelihood of injury resulting from the manual task.

12.11 Respiratory Protection Program

Where the work may result in workers being exposed to contaminated or oxygen deficient or enriched atmosphere the contractor shall require the use of respiratory protective equipment. The contractor shall develop a code of practice that will govern the selection, maintenance and use of the equipment.

12.12 Illumination

The contractor will verify that illumination at the work place is sufficient to enable the work to be done safely. Where the failure of normal lighting would endanger workers, the contractor shall ensure a system exists to provide a safe egress out of the area in darkness. Contractors with YEG Projects Team must ensure illumination doesn't impact day to day operations.

12.13 Ladders and Scaffolds

- The contractor shall ensure that ladders meeting the requirements of applicable legislation are provided *when no other safe means of access or egress between levels is present*.
- The contractor shall ensure that a scaffold will be designed to the requirements stated in the Alberta OH&S Act, Regulations & Code and the CSA Standards governing Scaffold Equipment and Erection.
- Thrust outs used to suspend scaffolds shall be secured against movement or attached to the building or structure as prescribed by the regulations.

12.14 Sanitation Facilities

- The contractor shall verify that his/her workers have access to washroom facilities. The contractor will verify that workers have access to fresh potable water and a clean room to consume his/her lunch.

- For the abatement of hazardous products or the use of corrosive chemical(s), showers with recovery tanks will be required.

12.15 Safe Access and Egress

- All means of entry to and exit from a work area must be maintained in a good state of repair and free from materials, equipment and other obstructions that might endanger workers or impede their exit from the area in an emergency.
- Routes of worker entry include ramps, runways, walkways, stairways, ladders and doors.

12.16 Utilities

- The contractor shall ensure that all underground utilities are located and that the procedures outlined in YEG Ground Disturbance Procedures, the Pipeline Act, Electrical Utilities Regulations, and other applicable legislation are followed. An Edmonton Airports Excavation/Trenching Permit is required prior to excavating an area.
- The contractor shall ensure that the workers are made aware of the location of overhead utilities, the dangers of contacting these utilities are communicated to all workers and the safe limits of approach as outlined in the legislation are maintained for workers and equipment.

12.17 Compressed Gas Systems

- The contractor shall ensure compressed and liquefied gas cylinders are:
 - Clearly identified as to their contents.
 - Equipped with valve protection.
 - Secured to prevent dislodgment.
 - Flashback devices are installed on the regulator end of all lines.
 - Oil or grease does not contact oxygen cylinders.

12.18 Falling Hazards

- *Approved* fall protection equipment must be worn continuously where there is a hazard of:
 - Falling 2 meters or more from a temporary or permanent work area.
 - Falling into operating machinery.
 - Falling into or onto hazardous substances or objects; or
 - Falling into waste or liquids.
- As well, workers must be tied off when moving to, from or between elevated work locations where safe access is not provided. Fall protection is not

required when accessing and egressing from work areas using a portable ladder.

- Where continuous fall protection cannot be used because it creates additional risk, the contractors shall establish approved work procedures offering the equivalent or better protection to guard against falls.
- A full body harness is mandatory in all *Fall Arrest Systems* (FAS).
- Fall protection equipment, which has been involved in arresting an actual fall must NOT be used again and is removed from service.
- NOTE: Once equipment intended for one-time use only, such as lifelines and shock absorbers has been used to arrest a fall, it must never be reused and must be removed from service.
- Anchor points must be used if a worker uses a FAS. Anchor points and plates must comply with the specifications of Part 9 of the Alberta OH&S Code.
- Lifelines must be positioned to prevent damage from chafing, burns and sharp edges.
- A rescue plan is mandatory wherever fall arrest systems are used.
- All users of fall protection equipment must be properly trained.
- No user modifications are allowed to fall arresting equipment.
- A competent person must inspect all fall arrest equipment before it is used on each work shift and that fall arrest equipment is recertified as specified by the manufacturer.
- Raising and Lowering Tools and Material
- An *approved* hand line must be used for raising or lowering tools and material to workers on structures (approved tool bags may be used in conjunction with the hand line).
- Articles must NOT be thrown to workers aloft and must NOT be thrown or dropped to the ground.
- Tool bags must NOT be suspended from the worker's belt.

12.19 Overhead Protection

Where the risk of falling material presents a hazard, overhead protection must be provided. Where this is not practicable, the hazardous area must be roped off and posted with warning signs.

12.20 Guardrails, Floor and Wall Openings

- All openings in floors, roofs or other surfaces to which people have access must have a cover in place strong enough to withstand any load that may be applied to it. In conjunction, there should be a guardrail and posted signs to identify the hazard.
- The perimeter, open sides and ends of roofs and other surfaces where workers could fall must have guardrails or appropriate travel restraints.

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- Access to roofs and other surfaces where workers could fall must be controlled if guardrails or appropriate travel restraints are not provided.
- Guardrails must meet the requirements of the Alberta Occupational Health and Safety Code and the Canada Labor Code-Part II.

12.21 Mobile Equipment and Vehicle Operation

- The contractor shall ensure that powered mobile equipment meets the requirements of governing legislation. Personnel shall not be transported in a vehicle unless adequate seating is provided. Equipment fitted with roll belts shall be worn when the equipment is operated. Equipment requiring back-up alarms shall have the alarms maintained in good working order.
- All contract workers will operate all vehicles and equipment in accordance with the *Highway Traffic Act* and posted instructions while on Edmonton Airport's premises.

12.22 Traffic Hazards

- Contractors shall take appropriate measures to ensure workers and, where specified, the general public are protected from traffic hazards. Control measures include:
 - High visibility vests (CSA Level II)
 - Barricades and signs directing traffic
 - Flag personal directing traffic away from workers
 - A combination of these control measures

12.23 Tools and Equipment

- The contractor will supply all tools and equipment necessary to complete the work safely and without adverse health effects to the workers. Tools and equipment shall be kept in an orderly fashion and away from public access. If working in a public area, a storage area will be identified.
- The use of explosive actuated tools is restricted in the airport. Approval from the Project Manager must be obtained before this type of equipment is used. In addition, the operator of explosive actuated tools must have the proper certification to use the equipment.

12.24 Barricades, Signage, and Hoarding

- Hard barricades and signs will be required wherever the general public can access a potentially hazardous work area.

- Barricades shall be highly visible and of adequate strength to perform the task. Barricades cannot be attached to Edmonton Airports' furniture or fixtures i.e., rope tied to chairs and garbage cans.
- Containment hoarding shall be maintained to ensure the adequacy of the protection factor. No unauthorized worker or the general public shall have access to a containment zone.
- The contractor responsible for the containment zone shall verify that an emergency evacuation from inside the exclusion zone is possible and communicated to the affected workers.

12.25 Securing of Equipment and Materials

- The contractor shall verify that loads and materials are secured from unintentional movement that could adversely affect the safety of workers and/or the general public.

12.26 Office Environmental, Safety and Loss Prevention

- Contractor shall keep office spaces free and clear of tripping, slipping or fire hazards.
- Contractors shall have an adequate number of fire extinguishers posted by the exit(s).
- Ignition sources such as coffee makers shall be turned at the end of the workday.

12.27 Working Alone

- Any worker required to work alone will make every reasonable effort to keep the dispatcher, the on-duty person, the answering service and/or the supervisor aware of their progress and expectation of completion.
- Workers will have the means to communicate a call for emergency assistance.

13 SECURITY

Each contractor shall ensure that they have reviewed, understand and will abide by the Edmonton Airports Security Plan, contained separately.

13.1 General

When access to "Restricted (secure) Areas" of the airport is provided, an employee or agent of the contractor is subject to Edmonton Airports' security controls (i.e., search, surveillance, or escort) while within a restricted area. A Restricted Area Pass holder supplied by the contractor or by Edmonton Airports under terms of a specific agreement shall provide security controls. A designated escort for contractors shall be in a position to communicate with the contractor and/or airport security i.e., portable radios.

13.2 Tool and Equipment Identification

Contractors will have a means of identifying their tools and equipment prior to arrival to the site. If a discrepancy occurs on the owner of a tool or piece of equipment, the issue will be handled by the local police authority.

13.3 Contractor Use of Premises

- The contractor will participate in all Edmonton Airports requirements in the protection of workers, the general public, the environment, equipment, and process.
- Contractor visitors to areas outside Edmonton Airports' security zones, shall be educated by the contractor on site procedures for that area.
- Movement of personnel and equipment will be subject to Airport security regulations and controls.

13.4 Parking

Parking of contractor and their workers' vehicles shall be limited to areas designated by Edmonton Airports for contractor use. Unauthorized vehicles will be towed at the owner's expense.

13.5 Restricted Area Identification Cards (RAIC)

- All passes issued are the property of Edmonton Airports.
- The pass shall be returned to the Pass Control Office on termination of employment, completion of contract or on demand from the issuing authority at Edmonton Airports.
- The pass must be visibly displayed (worn on a worker's outer clothing) at all times while in a restricted area.
- The pass must be safeguarded at all times. Loss or theft of the pass must be reported to the Pass Control Office immediately.
- Unauthorized use of the pass is prohibited.
- Only to be used while employees or agents of the contractor are performing work in areas requiring a pass.
- Violations of the terms of issue for Restricted Area Passes are subject to prosecution under the Aerodrome Security Regulations. A violation may also result in suspension of pass privileges by Edmonton Airports.
- A fee of \$100 (one hundred) shall be charged for a lost or non-returned Restricted Area Pass.

13.6 Pass Control

Edmonton Airport's pass control office is located on the Mezzanine Level (Room #03-076) at the Edmonton International Airport. Hours of operation are from 08:00 – 17:00 hours Monday to Friday. Alternative arrangements can be made by phoning 780-890-8377.

13.7 Key Control

The Pass Control Office at the Edmonton International Airport issues all keys for airports under Edmonton Airports' direction. Arrangements for keys should be made 48 hours in advance.

13.8 Vehicle Escort on Airside

Movement of contractor's vehicles and equipment on "airside" must be in accordance with the provisions of the Airside Vehicle Operator's Permit program and Edmonton Airports' traffic directives. Approved escorts may be required for movement of personnel and equipment on airside.

14 INCIDENT INVESTIGATION

14.1 Incident Reporting Procedure

Contractors shall investigate all incidents including:

- near miss
- injury
- fire
- environmental release
- premises and equipment damage
- security breach
- refusal to work
- imminent dangerous work environment

14.2 Reporting Table

- ASARP – As soon as reasonably practical but no later than the end of the workday
- ASAP – As soon as possible (worker and site are to be made stable and safe as the absolute first priority)
- EOD – No later than End of Day

Level	Description	Who Reports	Reporting to Whom	When
1	Unsafe Acts/Near Misses	The worker(s) that were affected by or witnessed the behavior	Their Front-Line Supervisor	ASARP
		Front Line Supervisor	Project Manager	ASARP
		Project Manager	HSE Manager/Coordinator	ASARP
		HSE Manager	YEG – Senior Management	Monthly Report
2	Significant Learning Experience/Property Damage of less than \$5000.00/First Aid/Non reportable Environmental Release	The worker(s) that was affected	Their Front-Line Supervisor	ASARP
		Front Line Supervisor	Project Manager	Notification - ASARP
		Project Manager	HSE Safety/Coordinator	Notification - ASARP Report – 3 business days
		HSE Manager	YEG – Senior Management	Notification - EOD Report – 5 business days

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Level	Description	Who Reports	Reporting to Whom	When
3	Recordable Injury/Illness/Damage over \$5000.00	The worker(s) that was affected	Their Front-Line Supervisor	Notification – ASAP
		Front Line Supervisor	Project Manager	Notification - ASAP
		Project Manager	HSE Manager/Coordinator	Notification - ASARP Report – 3 business days
		HSE Manager	YEG – Senior Management	Notification - EOD Report – 5 business days
4	Restricted and or day away from work/Reportable Environmental Release/Damage over \$25,000.00 (Incident must be Investigated)	The worker(s) that was affected	Their Front-Line Supervisor	Notification - ASAP
		Front Line Supervisor	Project Manager	Notification-ASARP
		Project Manager	HSE Manager/Coordinator	Notification-ASARP
		HSE Manager	YEG Senior Management	Monthly Report
	Employee is Hospitalized/Damage over \$100,000.00 (If hospital stay exceeds 24 hours) must be reported to Work Safe Alberta	The worker(s) that was affected	Their Front-Line Supervisor	Notification - ASAP
		Front Line Supervisor	Project Manager	Notification - ASAP
		Project Manager	HSE Manager/Coordinator	Notification-ASARP
		HSE Manager	YEG Senior Management	Notification-ASARP
5				

- All fires regardless of size or consequence must be reported to the Edmonton Airports fire hall immediately.
- Contractor supervisors when advised of an incident will notify Edmonton Airports Emergency Response Services (if the incident requires emergency response), the Project Manager and the Prime Contractor immediately upon securing the incident area.
- The Safety Team will receive a copy of the incident report from the contractor within 24-hours from the time of the occurrence.

14.3 Organizational and Government Notification

The contractor supervisor shall follow his/her own company policy regarding government notification. When an occurrence requires government notification, the Safety Team shall be notified immediately.

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