



Comox Valley Airport Operations Manager Directive

Directive number: 2011-001

Date: 11 Feb 2011

To: All Tenants

Subject: Third Party Contractor Work at Comox Valley Airport

Reference: CVAC Contractor Safety Policy Ops Manual Section B3

1. In an effort to maintain, control, and ensure situational awareness of third party contractors performing work at the Comox Valley Airport and to ensure the safety and security of tenants and passengers, CVAC has implemented the following procedures for all third party contractors who wish to work on the Airport leased grounds. This directive is in addition to the referenced policy and shall encompass all contractors working at the Airport regardless of who has initiated the contract to work- exceptions are those contractors who carry an airport pass.
2. The following procedures shall take effect immediately when CVAC or any Tenant wishes to have a third party contractor perform work:
 - a. Contact CVAC Operations Manager with work requirement, commencement date, and provide contractor contact details via e-mail;
 - b. Direct Contractor to notify Duty Manager (250) 207-1658 upon arrival at the Airport, sign in/out of the Register at the Operations Office, receive an Airport pass and to receive a Safety Briefing;
 - c. The safety briefing will be performed by Operations Managers or Maintenance staff and encompass:
 - i. Introduction- identify yourself as part of the Ops/Maintenance Staff;
 - ii. Discuss work task requirements and who the work is being done for;
 - iii. Ask them to identify any Safety issues/hazards involved in the work and determine/discuss ways to mitigate hazards;
 - iv. Confirm or determine Personal Protective Equipment or other Safety Equipment (warning signs, cones, lock out devices) requirements; and
 - v. Communicate the work being done to tenants and other CVAC staff.
 - d. Contractor is to contact the Ops Manager/Maintenance Staff, and return his/her pass as applicable upon completion of work.



3. This directive is effective immediately. For questions or clarification do not hesitate to contact the undersigned.

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Enclosure: 1 Third Party Register

Distribution List

CVAC Operations Staff
CVAC Maintenance Staff
CVAC CEO
WestJet Station Manager
Pacific Coastal Station Manager
Central Mountain Air Station Manager
Enterprise
National
On the Fly Café
Mid Island Gifts
Airline Support Services
DND AMU Staff
Garda Base Administrator

