

## MBJ PRE-CONSTRUCTION CHECK LIST

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Please confirm the following minimal requirements have been met. This is a guide and does not in any way replace the Design, Safety, Security or any other manual from MBJ. It is advised that you copy Technical staff on all relevant emails for verification from the following departments:

### **Commercial**

- Signed lease agreement confirming the area and location of the space
- Confirm delivery of proposed design drawings to MBJ related departments/ stakeholders

### **Legal/ Purchasing (contractors)**

- Proof of required Insurance ***MBJ must also be named as an additional insured as the airport operator.***
- Letter verifying contracted company has been engaged to carry out works (for leases)
- Signed Contract or Purchase Order (for MBJ issued projects)

### **Health and Safety Plan**

- Make contact with MBJ Safety Coordinator (contact MBJ Technical Department)
- Fill out a Safe Work Method Statement (SWMS) or equivalent must be completed by the contractor prior to the commencement of any work. Conduct Hazard Identification and Risk Assessment (HIRA)
- Confirm receipt of Safety Security Manual for Contractors (sign Section 9.0 Contractors Attestation page 26 and deliver to MBJ Technical Department)

### **Technical**

- Letter from employer stating your appointment as contractor
- Confirm delivery of Scope and Project Schedule (task with projected start and end dates)
- Confirm delivery/receipt of approved construction drawings (internal and external)

### **Maintenance**

- Confirm services (drainage, water, electricity) are available and metered (IF REQUIRED)
- Confirm the drawings is compliant with existing standards of operation

### **Operations**

- review and approval from JCAA (IF REQUIRED)
- proposed conforms with Operations plan

### **Security**

- proposed conforms with Security plan
- Request for RAP

(i) This should be a formal request by way of a letter addressed to the Security or Assistant Security Manager, MBJ Airports Limited, petitioning for a RAP to be issued to the individual(s) so named therein. The request letter shall detail:

- (a) the individual(s) complete and correct name
- (b) the type of RAP being requested
- (c) the duration for which the RAP is being sought
- (d) the position or title held by the individual(s)
- (e) the requirement not yet met or deemed to be outstanding

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The person making the request for a RAP must be an authorized signatory of the organization, firm or entity from which the request originates and whose specimen is maintained at the Security Centre (see attached form). The request must be sent no later than three days prior to the effective date of the RAP in order for approval to be granted.

The request may be for an individual or a group of persons to be issued RAP ranging from one day to a maximum of two years. In other words: Temporary RAP – one day up to a maximum of three months, and Permanent RAP – one year or two years; with special proviso for issue such as unescorted access or escort required access.

### (ii) Requirement for Processing

- (a) Individuals for who RAPS are requested for a day or up to a maximum of three days or the accumulation of three days (in the first instance) will be required to provide a government issued pictured identification (passport, driver's licence or voter registration card etc.) for processing. Note: this is the maximum number of days granted to anyone in order to meet the requirement of any future requests.
- (b) RAP requests in excess of three days will require the individual(s) to present:
- (c) A completed RAP Application Form (Temporary or Permanent) (see attached)
- (d) An Employment History Verification Check Form (EHVC) (see attached)
- (e) A Criminal History or Police Record Note: Criminal History or Police Certificates are valid and honoured only for two years from the date of issue, at SIA.

In addition to the required forms and associated document, the following supporting documents must be presented as well:

- a) TRN and NIS Card
- b) Any two forms of identification as described on the EHVC Form
- c) Verification Letters: Letters from the Ministry of Labour (NIS Office), Justice of the Peace or Notaries Public
- d) Originals of: marriage certificates and deed polls etc.

### (iii) Aviation Security Orientation and Re-orientation

Security Orientation and Re-orientation sessions are conducted to adequately inform employees of airport agencies and organizations on airport security procedures and to help them better understand and are able to comply with access control measures. Security Orientation sessions are held on Tuesdays and Saturdays monthly, commencing promptly at 0900 hours, except for third Tuesdays of each month; which is dedicated to Control Authority Members. Individuals are required to register and undergo Security Orientation prior to or within the first week or seven days of obtaining a RAP; thereafter, they will be required to undergo Security Re-orientation every two years.

### (iv) Airside Access

Individuals requiring access to the airside – apron/ramp, manoeuvring area or runway will be required to undergo training, demonstrate as necessary, sit and successfully return competencies on two or more of the following: (i) Ramp Safety, (ii) Foreign Object Debris, (iii) Radio Communication, and (iv) Airside Vehicle Operator Permit (AVOP). Assessment in these areas are conducted on Wednesdays monthly, and coordinated through MBJ's Operations Centre.