



## **NOTICE OF WORK SOP**

## NIEUPORT'S NOTICE OF WORK (NOW) SOP

### Overview:

Nieuport Aviation Infrastructure Partners (NAIP) owns and operates the Billy Bishop Toronto City Airport Terminal. The Notice of Work (NOW) process is used to inform NAIP of any proposed construction or alterations to existing facilities, systems or infrastructure within Billy Bishop Toronto City Airport Terminal and/or upon NAIP lands. NAIP will utilize the NOW submission to evaluate the proposed activity and to provide feedback / notification to proponents and/or affected stakeholders.

The following process identifies the steps to be taken for successful submission of a Notice of Work.

### Process:

1. Proponent to submit (via email) the NOW template and all documentation supporting the proposed construction or alterations to existing facilities, systems or infrastructure to NAIP's delegate a **minimum of five (5) business days** in advance of any proposed activity.

**NOTE:** Proposed construction or alterations to existing facilities, systems or infrastructure requiring shutdown or bypass of any critical equipment or impacts airport / terminal operations must be submitted a **minimum of ten (10) business days** in advance of any proposed activity.

NAIP will review the Proponent's submission. The submission will then be:

- a. "Approved As-Is" and the Proponent notified regarding status and next steps
- b. "Approved with Conditions" and the Proponent notified regarding status, additional requirements and next steps
- c. "Declined" and the Proponent notified regarding status and next steps

**NOTE:** Based on the proposed construction or alterations to existing facilities, systems or infrastructure, NAIP reserves the right to extend the review timeframe and subsequently, the timing of the proposed activity. NAIP will inform the Proponent of changes to timeframes.

2. Following review, NAIP will distribute the NOW documentation to affected airport stakeholders and/or relevant partners as it sees fit. The Proponent will be included in this distribution. **NOTE:** This will serve as a written approval for the Proponent. Proponent **MUST** contact NAIP delegate to refine schedule / timing of activity.

**Emergency Notice of Work requests will be dealt with on an "as needed / exception only basis".**

**NOTE: Use of the Emergency Notice of Work provision does NOT remove the NOW submission process or requirements. It does allow for the proposed activity to take place with written permission from NAIP followed by completion of the NOW submission requirements.**

**At a minimum, please ensure your NOW submission includes:**

1. Notice of Work Form
2. Drawings e.g. Electrical, Mechanical, Structural, IT, etc.
3. Material Specifications
4. Safety Plan & Risk-Assessment
5. Logistics Plan
6. Waste Management Plan
7. Security Management Plan for all proposed activities where the Primary Security Line (PSL) or Critical Restricted Area (CRA) affected

**Email Format:**

Email header / subject line for the submission of Notice of Work requests must be formatted in the following manner:

***NOW – XXX - #2019-YYY - Brief description of the Work Scope***

- XXX – denoting Proponent’s name
- YYY- denoting Proponent’s NOW number (starting at 001)

Example:

***NOW – PCL - #2019-001 – Installation of Light Fixtures***

**Please submit your NOW request to: [Sukhvir.mavi@nieuport.com](mailto:Sukhvir.mavi@nieuport.com)**

**Incomplete Scope of Work / Revision:**

If the Proponent is unable to complete the activity on the approved day / night or the scope of the proposed activity changes, notification **MUST** be made immediately to NAIP and a revised NOW submitted. The revised NOW request must be submitted via email and formatted in the following manner:

Example:

***NOW – PCL - #2019-001R1 – Installation of Light Fixtures***

***NOTE: Proponent activity cannot proceed without written approval from NAIP.***

If you have any questions or concerns, please contact Sukhvir S. Mavi at 647-535-7535 or [Sukhvir.mavi@nieuport.com](mailto:Sukhvir.mavi@nieuport.com)