METHOD OF WORKING PLAN YPKA 01/25

Aerodrome:	Karratha Airport
Project Title:	**Runway Rejuvenation Project**
Project Description:	Surface Treatment of Runway 08/26
MOWP Serial Number:	YPKA 01/25
MOWP Amendment Number:	REV 01
MOWP Approval Date:	25/08/2025
MOWP Commencement Date:	*Tuesday 9 September*
Works Completion Date (Scheduled):	*Thursday 25 September*
MOWP Expiry Date:	*06:00 on Thursday 25 September*

Table of Contents

1. WORKS INFORMATION 4
1.1 Description of Works 4
1.2 Execution of Works 4
1.3 Timing of the Works 4
1.3.1 Commencement Date 4
1.3.2 Duration of Works 4
1.3.3 Completion Date 5
1.3.4 Hours of Work 5
1.4 Notification of Commencement of Works 5
1.5 Consultation with Stakeholders 5
1.5.1 Air Traffic Control Services ..... Error! Bookmark not defined.
1.5.2 Airport Rescue Fire Fighting Service (ARFFS) ..... Error! Bookmark not defined.
1.5.3 Air Transport Operators ..... Error! Bookmark not defined.
1.5.4 Aeromedical Evacuation and Emergency Aviation Service Providers ..... Error! Bookmark not defined.
1.5.5 Ground Handling Agents ..... Error! Bookmark not defined.
1.5.6 Refuelling Agents ..... Error! Bookmark not defined.
2. RESTRICTIONS TO AIRCRAFT OPERATIONS 6
2.1 General 6
2.2 Manoeuvring Area Restrictions 6
2.3 Aircraft Types Affected 6
2.4 Restrictions per Work Stage 6
2.5 Emergencies, Adverse Weather and Late Aircraft 6
2.6 Restoration of Works Areas 6
2.7 NOTAMS 7
3. PERSONNEL AND EQUIPMENT 8
3.1 General 8
3.2 Inductions, Certifications, and Identify Cards 8
3.3 Smoking and the Use of e Cigarettes 8
3.4 Vehicles and Plant 8
3.5 Emergencies or Adverse Weather Conditions 9
3.6 Initiating Emergency Response 9
3.7 Airside Security 10
3.8 Access to the Works Areas and Vehicle Access Routes 10
4. AERODROME MARKERS, MARKINGS, AND LIGHTS 11

4.1 Works Limits 11
4.2 Marking of Unserviceable Areas 11
4.3 Works Limit Markers 11
5. SPECIAL REQUIREMENTS 12
5.1 Foreign Object Debris / Damage (FOD) Control 12
5.2 Prevention of Spills 12
5.3 Protection of Electrical and Underground Services 12
5.4 Other Restrictions 12
5.5 Continuation of RPT Operations 13
5.6 Communications and Navigations Systems (CNS) 13
5.7 Management of Change Planner 13
6. ADMINISTRATION 14
6.1 Works Organisation 14
6.2 Airport Representative/s 14
6.3 Work Safety Officers 14
6.4 Completion of Works 14
7. AUTHORITY 15
7.1 Issue 15
7.2 Variation from MOWP 15
7.3 Expiry Date 15
7.4 Signatures 15
7.4.1 Works Organisation Project Manager 15
7.4.2 Works Safety Officers 15
7.4.3 Airport Operations & Asset Coordinator 15
7.4.4 Airport Operations Compliance & Technical Officer 16
7.4.5 Manager Airport 16
8. DRAWINGS, DIAGRAMS, AND IMAGES 17
8.1 General 17
8.2 Works Area Locations Overview 18
9. DISTRIBUTION LIST 19
10. APPENDICES 22
10.1 Appendix A – Work Safety Officers (WSO) Responsibilities 22
10.2 Appendix B – Operations Continuation Plan 24
10.3 Appendix C – List of Abbreviations 25
10.4 Appendix D – Amendment Notes 26
10.5 Appendix E – CASR Part 139 (Aerodromes) Manual of Standards 2019 Section 16 ... 27

1. WORKS INFORMATION

1.1 Description of Works

The works shall include the application of a surface treatment to all the runway pavement surfaces with the objective of extending the life of the existing asphalt. Complementary works to facilitate the surface treatment will include cleaning and rubber removal from the runway surface prior to the surface treatment works and undertaking pre and post friction testing in accordance with the MOS 139 requirements.

The scope of works includes:

- Protection of existing Aeronautical Ground Lighting (AGL) in the treatment areas
- Preparation of the existing surface including cleaning and friction testing
- Spraying of surface treatment at approved rates in multiple directions
- Reinstatement and commissioning of line marking following each shift
- Final, and 2nd coat, of line marking of the completed treated surface
- Final cleaning and sweeping as required
- Final friction testing of the completed treated surface

Rubber removal and friction testing activities are supplementary works to be completed ahead of and in preparation for the surface treatment. All surface treatment works and associated line marking, and surface cleaning will be completed at the end of each shift.

1.2 Execution of Works

To ensure the works can be completed safely and not disrupt routine aircraft operations, the works will be undertaken during the night.

All work areas will be returned to service daily in the morning and confirmed as serviceable through completion of a daily serviceability inspection. Confirmation that all equipment, plant, vehicles, and personnel are clear of operational areas (including OLS) shall be noted on the Return to Service (RTS) checklist.

Although the programme primarily involves night-time works, daytime activity may still occur. This could include minor or incidental tasks such as site inspections, testing, or other preparatory activities. Additionally, any task that can be completed within time limited windows during non-operational flight periods may also be undertaken during the day.

1.3 Timing of the Works

1.3.1 Commencement Date

The surface treatment will commence on Monday 9 September 2025.

1.3.2 Duration of Works

Surface treatment works will be conducted daily (Monday to Sunday) between the hours of 2300 and 0600 WST (excluding a 30 minute handover period before and after works) commencing on Tuesday 9 September 2025 (at 2300) to the 25 September 2025 (at 0600).

Supplementary works, including rubber removal and friction testing, will be carried out during the initial phase of the project. These activities are scheduled to be completed prior to the commencement of the surface treatment.

1.3.3 Completion Date

All works will be completed by 06:00 on Thursday 25 September 2025.

1.3.4 Hours of Work

Hours of work shall be 2230 to 0630 hrs each night and the Works Contractor will have possession of the site from 2300 to 0600 hrs each night providing a 30 minute window for handover procedures.

1.4 Notification of Commencement of Works

The actual date and time of commencement will be advised by a NOTAM, to be issued not less than 48 hours before work commences.

The NOTAM will be issued by airport staff on 09/09/2025, as detailed in section 2.4.

1.5 Consultation with Stakeholders

To facilitate all the needs of the affected stakeholders, consultation meetings have been held to discuss individual requirements.

1.5.1 Air Traffic Control Services

27/08/25

1.5.2 Airport Rescue Fire Fighting Service (ARFFS)

27/08/25

1.5.3 Air Transport Operators

27/08/25

1.5.4 Aeromedical Evacuation and Emergency Aviation Service Providers

27/08/25

1.5.5 Ground Handling Agents

27/08/25

1.5.6 Refuelling Agents

27/08/25

2. RESTRICTIONS TO AIRCRAFT OPERATIONS

2.1 General

There will be no restrictions to scheduled aircraft operations during the periods of 0630 to 2230. All routine operators will be notified and provided a copy of this plan prior to the commencement of works.

Where a scheduled aircraft operation is delayed prior to commencement of works and encroaches into the initiation of the runway closure, the Aerodrome representative in consultation with the operator and project manager will determine a revised closing time.

2.2 Manoeuvring Area Restrictions

Restrictions to aircraft during the aerodrome works will be as shown in the NOTAM table below. Typical NOTAM text is provided below, with closure timings to be notified a minimum of 48 hours prior to the closure.

2.3 Aircraft Types Affected

All aircraft will be affected by the scheduled works.

2.4 Restrictions per Work Stage

During the Friction testing activities on the runway all movement areas will be available and testing activities will be time limited works.

During the Rubber removal the movement areas restriction are outlined in the NOTAM below table as Stage 1.

During the Surface Treatment the movement areas restriction are outlined in the NOTAM below table as Stage 2. *Stage 2 may be further divided into sub-stages subject to engagement with the engaged Works Contractor and the proposed works methodology.*

2.5 Emergencies, Adverse Weather and Late Aircraft

Under certain emergency situations or in the event of adverse weather conditions, the Works Organisation may be denied access to the airside of the airport and to the work areas.

During these events, access will be determined on a case-by-case basis at the discretion of the Airport Operations & Asset Coordinator (AOAC), and in the absence of the AOAC, by the WSO.

Alternate for RFDS (if RFDS approve) will be Roebourne Runway Strip

Further information regarding response to emergencies is detailed in section 3.5 and 3.6.

2.6 Restoration of Works Areas

For the duration of the works, the works areas will be under the control of the Works Contractor. Only the works contractor or their sub- contractors are to access the inside of the works areas. Prior to releasing the works areas back to aviation operators, the AOAC is to be satisfied that:

- Works area has been restored to Specification, including sufficient curing time for the surface treatment and line marking.
- All surfaces, vehicle transit routes, vehicle access points, material storage areas, and plant processing spaces have been cleared of surface debris and swept clean.

- A Return to Service (RTS) checklist is completed by the Works Contractor and submitted to the WSO for review and acceptance.

The WSO, AOAC, and PM are to inspect the work site to confirm that the above tasks have been completed to their satisfaction, prior to releasing the works areas back to KTA.

2.7 NOTAMS

A NOTAM advising the activation of the MOWP will be issued 09/09/2025 with the following typical wording:

Works Stage	Planned Dates / Times (WST)	Restrictions and Remarks	NOTAM (UTC)
Stage 1 Rubber Removal and **Stage 2** Surface Treatment	**Planned dates:** TBC **Time of works:** 2230 - 0630 WST	**Restrictions (Runways):** • RWY 08/26 Not Available **Restrictions (Taxiways):** • TWY B Not Available • TWY E Not Available • TWY L Not Available Refer drawings: • ENG-KA-MW-G0 REV B • MOWP Drawings developed by Contractor (See 8.2 & 10.2)	A) YPKA B) START DATE & TIME UTC C) FINISH DATE & TIME UTC D) PERIODS OF ACTIVITY E) RWY 08/26 NOT AVBL TWY B NOT AVBL TWY E NOT AVBL TWY L NOT AVBL REF MOWP YPKA 01/25 A) YPKA B) START DATE & TIME UTC C) FINISH DATE & TIME UTC E) RWY 08/26 WIP REF MOWP YPKA 01/25

3. PERSONNEL AND EQUIPMENT

3.1 General

The Airport Operations & Asset Coordinator (AOAC) has absolute authority to direct the Contractor on airfield operational requirements. This authority may be delegated to the Works Safety Officer (WSO) for the day-to-day monitoring and supervision of the works. The contactor shall comply with all instructions from the AOAC, WSO, or designated representative, including an Aerodrome Reporting Officer (ARO).

Works in each stage will be confined to the areas shown in section 8.2. The limits of the works areas are to be defined in accordance with *Part 139 (Aerodromes) Manual of Standards 2019*.

The Works Organisation's site representative shall contact the WSO at least one (1) hour prior to the start of each working period to ascertain the status for the proposed work with respect to the operational requirements of the airport.

Prior to commencing each works period, the Works Organisation's personnel shall meet with the WSO to ensure that all parties including sub-contractors are aware of the working requirements and the work restrictions for each stage.

3.2 Inductions, Certifications, and Identify Cards

Prior to commencement of works, all contracted personnel are to have completed the Airside Safety Awareness Induction package through the AIRDAT Passport system to the satisfaction of the AOAC. Access to site will be refused for all personnel not completing this requirement.

An application has been made for the Special Events Zone (SEZ). Access to the works area will be controlled under a designated SEZ. The SEZ will be monitored and under the supervision of the Works Safety Officer (WSO), who will hold a valid Aviation Security Identity Card (ASIC). Personnel working within the SEZ will not be required to hold an ASIC or VIC, provided they remain within the SEZ boundary and under WSO supervision.

If the SEZ is not approved or is delayed Access to airside is restricted to personnel holding an Aviation Security Identity Card (ASIC) or a Visitor Identity Card (VIC). Personnel holding a VIC are to be always under the direct supervision of an ASIC holder. Personnel without appropriate airside access qualifications will not be allowed within the airside boundary.

3.3 Smoking and the Use of e Cigarettes

Smoking (including the use of vapes and e Cigarettes) is not permitted airside, or within any Karratha Airport buildings. Designated smoking areas (if any) will be advised by the WSO at the contractor induction toolbox meetings.

3.4 Vehicles and Plant

No movement of vehicles or plant is to take place outside the works areas or access routes without the consent of the WSO. Only vehicles and plant engaged in the work shall be permitted at the work site. Private vehicles will not be permitted airside.

All vehicles entering the aerodrome must do so only via the allocated Vehicle Access Points (VAP). Refer section 8 figure 5 for a diagram of access routes. All vehicles are to be checked for FOD and loose materials prior to entering the airfield.

The vehicles entering the airport are to be in a roadworthy state. All vehicles shall comply with the requirements of *Part 139 (Aerodromes) Manual of Standards 2019*.

At the end of each work period, all vehicles, plant, equipment, and materials are to be shut down and made secure within the works area or removed to landside and parked in a designated parking area.

Vehicles and self-propelled items of plant are to have an orange rotating warning light operating whenever they are within the airside movement area. Passenger vehicles not fitted with an orange rotating warning light shall activate hazard lights whenever they are in the airside movement area.

To enable aircraft operations at night, the lights from vehicles and any portable lighting systems engaged in night work must not dazzle or cause confusion to pilots. Vehicle light fittings should be checked to ensure that the lights are not directed unduly upwards and portable lights should be shielded as required. Drivers are to be briefed that, as a matter of course, high beam is not to be used.

Passenger vehicles and vehicles operating plant are to be equipped with a portable fire extinguisher.

3.5 Emergencies or Adverse Weather Conditions

Under certain emergency situations or in the event of adverse weather conditions, there may be a requirement to vacate the works area and move personnel and plant landside. The scenarios which may trigger this requirement are too numerous to be listed here; however, the supervising WSO will consult with the AOAC / DARO and the Project Manager and determine what (if any) action is to be taken during the emergency.

Provided it is safe to do so, all loose materials are to be secured, plant shut down and made safe, and barriers / beacons to be re-erected. The WSO is then to ensure that all personnel vacate from airside. He is also to account for all personnel and advise the AOAC when all personnel are clear, or if there are any unaccounted-for persons.

Additionally, the works organisation may be denied access to the airside of the airport and to the work areas. During these events, access will be determined on a case-by-case basis at the discretion of the AOAC and in the absence of the AOAC, by the Manager Airport.

Emergencies occurring during these works will be managed in accordance with the Aerodrome Emergency Plan.

In the event of adverse weather conditions preventing works form continuing safely, the contactor is to secure all equipment, materials, and work areas, and then vacate the works site(s). Prior to departure, the provisions put in place for marking, protecting, or otherwise making safe the works area during night hours.

3.6 Initiating Emergency Response

Karratha Airport operates with an Aviation Rescue Fire Fighting Service (ARFFS). This resource can be called upon to provide aid to any emergency at the airport – including confined space rescue.

Emergency services should first be notified via placing a call to 000.

When time permits, and if it is safe to do so, an additional call should be made to the ARFFS emergency number: 08 9183 6299.

Contacting Emergency Services	
Emergency Services:	**000**
ARFFS Emergency Line:	**08 9183 6299**
Poisons Information Centre:	**13 11 26** (including snake bites)
Spill Response Karratha:	**08 9119 5500**
Duty Aerodrome Reporting Officer:	**0418 799 460**

3.7 Airside Security

All personnel operating within the Special Events Zone (SEZ) must remain under the direct supervision of the Works Safety Officer (WSO), who will hold a valid ASIC. If the SEZ is approved then Individual ASICs or Visitor Identity Cards (VICs) are not required for personnel working inside the SEZ, provided they remain within the SEZ boundary.

Personnel are only permitted to operate within the designated SEZ work areas and must use the approved access routes at all times. Any person found outside these limits may be removed from site and denied re-entry.

If the SEZ is not approved or delayed all personnel will be required to always display their valid ASIC or Airport issued Visitor Identity Card (VIC) on their person above the waist. Those personnel who only have a VIC are to be always accompanied by a red ASIC-holder while airside.

3.8 Access to the Works Areas and Vehicle Access Routes

Specific vehicle access routes to and from the works areas will be managed by the WSO each shift.

The gates are NOT to be left open unattended. If a gate is to remain open, a sentry holding a current red Aviation Security Identification Card (ASIC) must control and monitor any movements through the gate.

4. AERODROME MARKERS, MARKINGS, AND LIGHTS

4.1 Works Limits

All works and the Works Organisation's plant, equipment and personnel shall be confined to the areas directed by the WSO.

The layout of works limitation markings / unserviceability markings is included on Figure x.

4.2 Marking of Unserviceable Areas

White Unserviceability Markers, with central 25 cm red band, will be used in accordance with *Part 139 (Aerodromes) Manual of Standards 2019*. These markers will be used for areas where product is curing, or machinery is working.

4.3 Works Limit Markers

The work possession areas shall be demarcated with orange cones as the work parties will be working in a progressive form throughout the night. The contractor shall provide enough cones and other work limit markers to ensure that the prescribed markings are installed for each stage of the work.

The WSO will establish each work site before the Works Organisation will be allowed access to the work area. No equipment or personnel associated with the work shall be permitted to move outside of the works area, defined by orange cones, without the approval of the WSO.

The Contractor shall protect and maintain the works limit markers in good condition throughout their use in the works.

Where markers remain in place overnight, red eFlares are to be co-located with cones to ensure visibility in the dark hours.

All works limit cones for the identification of the limits of work areas are to be placed in accordance with *Part 139 (Aerodromes) Manual of Standards 2019* as directed by the Works Safety Officer (WSO).

The Contractor shall maintain all works limit markers so that they are clearly visible and are in the required locations.

The Contractor shall ensure that all works limit markings are established at the start of each phase of the works and removed at the completion of each phase as required by the MOWP.

The WSO shall ensure that the works limit markings are appropriate and always maintained.

5. SPECIAL REQUIREMENTS

5.1 Foreign Object Debris / Damage (FOD) Control

The Contractor is to ensure that aircraft pavements used or crossed during the works are kept clean and free of debris. Any debris is to be immediately removed by the Contractor to the satisfaction of the WSO.

All loose material and equipment are to be secured against movement in strong winds or aircraft blast. Measures shall be always taken for control of dust or other nuisance materials. The Contractor shall immediately respond to any direction by the WSO or Karratha Airport to eliminate any problem. The Contractor is responsible for implementing appropriate control measures.

On completion of each work period where airfield movement areas are required to be returned to active use, the Works Supervisor is to inspect the works area to ensure potentially affected aerodrome areas are made serviceable, including the removal of all FOD hazards, to the satisfaction of the WSO.

5.2 Prevention of Spills

The Contractor will take every precaution to prevent any spillage of material on or in the vicinity of aircraft movement areas, or in transit to and from the work site. Any spillage which does occur is to be immediately removed by the Contractor to the satisfaction of the WSO.

All personnel associated with the work shall be bound by any instructions issued by the WSO, who may refuse access to persons likely, in his/her opinion, to compromise aircraft safety on the airfield.

When personnel and equipment are required to vacate aircraft movement areas, all directions of the WSO are to be followed immediately.

Any breaches of aviation safety by project personnel or airfield users must be reported to the WSO. The WSO is to initiate an immediate response in consultation with Karratha Airport. All incidents are to be reported in writing (preferably via Karratha Airport ‘s ACRS) to the AOAC within two (2) working days of the incident.

5.3 Protection of Electrical and Underground Services

The Works Organisation shall liaise with Karratha Airport to ensure that no sub-terranean services are disrupted during works. Where cable location is required, this is to be organised by the Works Organisation directly in consultation with Karratha Airport Management.

Underground services shall be protected from damage by the Works Organisation. The Works Organisation shall ensure that any underground service is appropriately marked on the surface so as these restrictions may be enforced.

5.4 Other Restrictions

Measures shall be taken to control dust or other nuisance materials, and the Works Organisation shall immediately respond to any direction by the WSO to mitigate the issue.

Stockpiles and equipment parking must only be in designated areas as detailed in Figure x.

Lights for general floodlighting of the area shall be shielded above the horizontal and not directed towards approaching aircraft. No lighting tower shall be located outside the limit of works area unless permitted by the WSO.

Hot Works Permits are to be obtained prior to any hot works commencing.

Toilet facilities are available in the Airport Operations Workshop.

5.5 Continuation of RPT Operations

RPT operations will operate as per normal schedule as these works are being completed outside these operational hours

5.6 Communications and Navigations Systems (CNS)

N/A

5.7 Management of Change Planner

The approval of the Karratha Airport Operations and Asset Coordinator (or Delegate) is to be obtained before any change is made to the MOWP. Any changes will be promulgated by reissuing the MOWP or by raising of an amendment to this MOWP.

6. ADMINISTRATION

6.1 Works Organisation

The Works Organisation will be _Fulton Hogan_.

The Works Organisation Project Manager will be Toby Bruce & Paul Downing, who will be contactable on mobile number TB:0459 301 327 & PD: 0439 359 108.

6.2 Airport Representative/s

The Airport representative for these works will be the Airport Operations & Asset Coordinator. The AOAC can be contacted via mobile phone on +61 461 521 346.

Alternate contact is the Airport Operations Compliance & Technical Officer, the AOCTO can be contacted via mobile phone on +61 408 611 909.

All questions concerning this MOWP are to be directed to the AOAC or AOCTO.

6.3 Work Safety Officers

The Works Safety Officer will be a member of the Airport Operations Team (to be assigned)
The WSO can be contacted via mobile phone on +61 0429 107 388.

The WSO has completed an Aerodrome Reporting Officer / Works Safety Officer course through Aerodrome Management Services (AMS) Ltd, with the practical component of their ARO course being supervised by the Airport Operations Team at Karratha Aerodrome.

The Manger Airport is satisfied that the training and qualifications of the WSOs meets the requirements of *Part 139 (Aerodromes) Manual of Standards 2019* section 13.04.

A list of the WSO's duties and responsibilities are detailed at Appendix A.

6.4 Completion of Works

The WSO is to advise Karratha Airport when all works are completed.

7. AUTHORITY

7.1 Issue

This Method of Working Plan is issued in accordance with Chapter 16 of the *Part 139 (Aerodromes) Manual of Standards 2019*.

All works must be carried out in accordance with the MOWP.

7.2 Variation from MOWP

The approval of the Karratha Airport Operations & Asset Coordinator or delegate Airport Operations compliance and Technical Officer is to be obtained before any change is made to the MOWP.

Any changes will be promulgated by reissuing the MOWP or by raising of an amendment to this MOWP.

7.3 Expiry Date

This MOWP is to remain in force until the conclusion of the works unless amended or reviewed by an amendment to this MOWP.
Any alternation to the expiry date is to be indicted by a published amendment to the MOWP showing the new expiry date on the title page and appropriate sections.

7.4 Signatures

7.4.1 Works Organisation Project Manager

Name	*Toby Bruce*	*Signature*
Organisation	*Fulton Hogan*	
Date	*04/08/2025*	

7.4.2 Works Safety Officers

Name	*Gary Randall*	*Signature*
Organisation	*City Of Karratha*	
Date	*25/08/2025*	

Name		*Signature*
Organisation		
Date		

Name		*Signature*
Organisation		
Date		

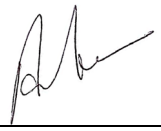
7.4.3 Airport Operations & Asset Coordinator

Name	*Scott Clavis*	*Signature*
Organisation	*City of Karratha*	
Date	*25/08/2025*	

7.4.4 Airport Operations Compliance & Technical Officer (Delegate when required)

Name	*Matthew Bowles*	*Signature*
Organisation	*City of Karratha*	
Date	*25/08/2025*	

7.4.5 Manager Airport

Name	*Amol Virkar*	*Signature* 
Organisation	*City of Karratha*	
Date	*25/08/2025*	

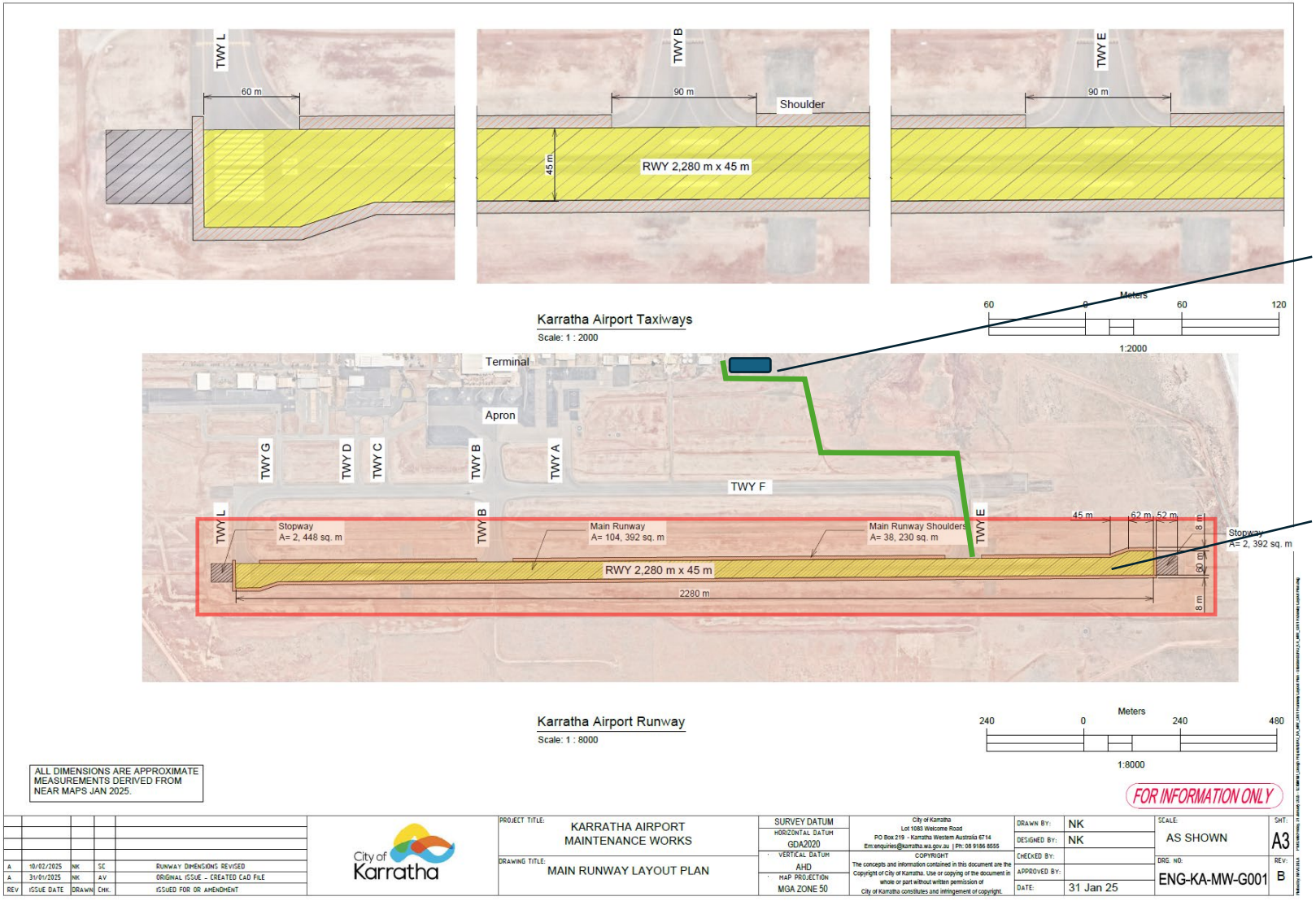
8. DRAWINGS, DIAGRAMS, AND IMAGES

8.1 General

Drawings have been provided as per the table below, in accordance with *Part 139 (Aerodromes) Manual of Standards 2019 section 16.09 Drawings*

Part 139 (Aerodromes) MOS 2019	Details	Provisions
Specific details of Works Area	Works Area shaded in red	Section 8.2
Restrictions to Aircraft	Runway Not Available Twy L & E Not Available Twy B Not Available from Twy F to Rwy intersection	
Location of CNS Equipment, including the associated critical or sensitive areas in proximity to the Works Area		
Location of Visual Ground Aids and Markings in proximity to the Works Area, including any Unserviceability Markers or Markings required by the Works		
Details of the Height and Location of Critical Obstacles		
Location of Temporary Parts of the Movement Area *(if applicable)*		
Access information, including standard routes for vehicles and equipment not normally operated on the Aerodrome	Access will be via Gate 6 ARO workshop to Twy E via an internal track around the end of Twy F.	
Storage Areas for Material and Equipment *(if applicable)*	Intended laydown area will be adjacent to the ARO Workshop at Gate 6.	
Location of Critical Electrical Services and Control Cables which may be distributed in proximity of the Works Area *(if applicable)*		

8.2 Works Area Locations Overview



Works Access

Contractor Laydown Area and Access Track to Site

Works Area

Runway 08/26 Not AVBL

Twy B, E & L Not AVBL

9. DISTRIBUTION LIST

This MOWP (and any subsequent amendments) is to be distributed to the personnel, organisations, entities, and stakeholders detailed below.

ORGANISATION	POSITION	PHONE No.	EMAIL
Air BP	Manager	0499 747 727	rony@ardirect.com.au
Airservices Australia – ARFFS	Fire Control Centre	08 9183 6210	_LG_ARFF_KA_ALL@airservicesaustralia.com
	Fire Line	08 9183 6299 0448 406 169	
Airservices Australia – Karratha Tower	Tower Supervisor	08 9186 8921	karratha.tower@airservicesaustralia.com
Aspen Medical	Eddie Irons	0409 447 057	sbpkarratha@avcair.com managerkarratha@aspenmedical.com
Aviair	Operations 24hrs	08 9144 2444	karratha@aviair.com.au
Auriga	Base Manager	0412 282 714	elkie.richards@auriga.com.au
CASA			aerodromes@casa.gov.au
CHC	Base Manager	08 9185 7606 0420 773 411	karratha-bm@chcheli.com
City of Karratha	Manager Airport	08 9186 8636 0418 761 670	amol.virkar@karratha.wa.gov.au

ORGANISATION	POSITION	PHONE No.	EMAIL
	Airport Operations and Assets Coordinator	0461 521346	scott.clavis@karratha.wa.gov.au
	Airport Operations Compliance and Technical Officer	0408 611 909	matthew.bowles@karratha.wa.gov.au
Menzies Aviation	Manager	08 6372 6811 0467 712 324	opskta@menziesaviation.com
LASTS Transits	24 / 7 Operations	1800 527 878	ops@lasts.com.au
MSS Security	Supervisor	0407 352 485	karratha.airport@msssecurity.com.au
NEXUS	Operations	08 6155 4515	operations@nexusairlines.com.au
NOTAM	National Operations Centre	02 6268 5063 1800 801 960	nof@airservicesaustralia.com
NWAS	Manager	08 9183 8847 0400 132 029	opsmanager.ktaairport@nwas.net.au
Offshore Services Australasia	Operations 24HR	0455 432 001	osa.ktaops@chcheli.com
	Office Line	08 9185 7684	
PHI Helicopters	Base Manager		nbracknell@phi-int.com

ORGANISATION	POSITION	PHONE No.	EMAIL
Qantas	Manager	08 9270 9447 0419 917 393	SHR ROC ROC@qantas.com.au SHRWASA wasa@qantas.com.au
Qantas Link	Yvette Gulliver	0448 553 596	performance@networkaviation.com.au
Royal Flying Doctors		08 9417 6300, 1800 625 800	nadia.somers@rfdswa.com.au
Virgin Australia Airlines	Operations	07 3136 4854	dutypilot@virginaustralia.com
	Duty Manager	07 3136 4855	iodm@virginaustralia.com
Virgin Australia Regional Airlines	Operations	08 9478 9911	vara.operationscontrol@virginaustralia.com; VARAflighttechnical@virginaustralia.com
	Duty Manager	08 9478 9908	Dutypilot.vaaustralia@virginaustralia.com
Viva Energy	Site Supervisor	**0600 – 1800**: 0417 831 341, **1800 – 0600**: 0439 655 002	kta-operations@vivaenergy.com.au
WA Police – Air Wing	Senior Base Pilot	0437 740 430	carl.poultney@police.wa.gov.au

10. APPENDICES

10.1 Appendix A – Work Safety Officers (WSO) Responsibilities

The Works Safety Officer is responsible for ensuring that the works, insofar as they affect the safe operation of aircraft, are conducted in accordance with *Part 139 (Aerodromes) Manual of Standards 2019* section 13.04, CASA directions related to aerodrome works, and this MOWP.

In particular, the Works Safety Officer shall:

- ensure the safety of aircraft operations in accordance with:
  - o the standard for aerodrome works; and
  - o the procedures in the aerodrome manual; and
  - o the procedures in the applicable MOWP (the *MOWP*);
- ensure that, if applicable, aerodrome works are notified by the issue of a NOTAM whose text reflects the MOWP;
- ensure that ATC (if applicable) is provided with whatever information is necessary for the safety of aircraft operations;
- ensure that the works party or organisation is briefed, daily, on any matters necessary for the safety of aircraft operations;
- ensure that unserviceable portions of the movement area, temporary obstructions, and the limits of the works area are correctly marked and lit in accordance with the standards in this MOS and the MOWP;
- ensure that vehicles, plant, and equipment carrying out aerodrome works are: o properly marked and lit; or
  - o under works safety officer supervision; or
  - o within a properly marked and lit works area.
- ensure that all other requirements of the directions within the MOWP are complied with relating to vehicles, plant, equipment, and materials;
- ensure that access to work areas is restricted to clearly identified access routes in accordance with the MOWP;
- ensure that excavation is carried out in accordance with the MOWP and to avoid damage or loss of calibration to any underground power or control cable associated with a lighting system or any navigational aid;
- ensure reports are immediately made to the aerodrome reporting officer of any incident, or damage to facilities, likely to affect: o ATC services; or
  - o the safety of aircraft; or
  - o published information in the AIP;
- ensure works are continually supervised while in progress, and that the aerodrome is open to aircraft operations.

- ensure that works vehicles, plant and personnel are evacuated from the movement area when necessary for the safety of aircraft operations;

- ensure that the movement area is returned to a safe condition for aircraft operations following removal of vehicles, plant, equipment, and personnel from the works area;

- in the case of time-limited works — ensure that all reasonable measures are taken to return the works area to normal safety standards not less than 5 minutes before the time scheduled or notified for an aircraft movement;

- ensure that floodlighting, and any other lighting required for carrying out aerodrome works, is managed so as not to represent a hazard to aircraft operations.

10.2 Appendix B – Operations Continuation Plan

<u>Full Runway 08/26 Closure</u> -

Commencing at 23:00 on Tuesday 9th September to 06:00 on Thursday 25th September

10.3 Appendix C – List of Abbreviations

This table details the abbreviations used throughout this document.

Abbreviation		Abbreviation	
AIRDAT	AIRDAT (Company)	**HWP**	Hot Works Permit
AOC	Air Operators Certificate	**KTA**	Karratha Airport
AOAC	Airport Operations and Asset Coordinator	**LTD**	Limited
AOCTO	Airport Operations Compliance and Technical Officer	**MOS**	Manual of Standards
ARRFS	Aviation Rescue Fire Fighting Service	**MOWP**	Method of Working Plan
ARO	Aerodrome Reporting Officer	**MSS**	MSS Security (Company)
ASIC	Aviation Security Identity Card	**NOTAM**	Notice to Airman
AVCRM	Aviation Compliance and Risk Management (Software	**OSA**	Offshore Services Helicopters
AWST	Australian Western Standard Time	**PHI**	PHI International Helicopters Ltd (Company)
CASA	Civil Aviation Safety Authority	**PRI**	Primary
CHC	CHC Helicopter (Company)	**PTY**	Proprietary
CHTR	Charter (Flight)	**RFDS**	Royal Flying Doctors Service
CNS	Communications and Navigation System (NavAids)	**RPT**	Regular Passenger Transport
DGA	Dense Graded Asphalt	**SRY**	Secondary
FLT	Flight	**TSOW**	Technical Scope of Work
FOD	Foreign Object Debris	**VAP**	Vehicle Access Point
GHA	Ground Handling Agent	**VIC**	Visitor Identity Card
GSE	Ground Support Equipment	**WSO**	Works Safety Officer

10.4 Appendix D – Amendment Notes

DATE	AMENDMENT	SECTION

10.5 Appendix E – CASR Part 139 (Aerodromes) Manual of Standards 2019 Section 16

(Reference only)

CASR Part 139 (Aerodromes) Manual of Standards 2019

CHAPTER 16 METHOD OF WORKING PLANS

16.01 INTRODUCTION

(1) The MOWP must be presented in sections addressing the following matters in sequence:
- *(a) title page;*
- *(b) works information;*
- *(c) restrictions to aircraft operations;*
- *(d) personnel and equipment;*
- *(e) aerodrome markers, markings and lights;*
- *(f) any special requirements applicable;*
- *(g) administration;*
- *(h) authority;*
- *(i) drawings;*
- *(j) distribution list.*

(2) Each MOWP prepared in a year must be given a reference number consisting of:
- *(a) the code used to identify the aerodrome as published in the AIP-ERSA; and*
- *(b) the last two digits of the year; and*
- *(c) the number given to the MOWP by the aerodrome operator.*

(3) For paragraph (2) (c), MOWPs issued for an aerodrome must be numbered by the aerodrome operator consecutively in the order of their issue.

(4) The MOWP title must indicate the location of the works and give a short description of the project.

Example: "[name of aerodrome]: runway 07/25 repairs".

(5) The date of the following must be set out on the title page:
- *(a) the approval of the MOWP;*
- *(b) the commencement of the MOWP;*
- *(c) the expiry of the MOWP;*
- *(d) the completion of the works.*

(6) The title page or the following page must also include a table of contents for the MOWP.

16.02 WORKS INFORMATION

The MOWP must:
- *(a) include an outline of the full scope of the works and state which aerodrome facilities are affected: and*
- *(b) set out for the works:*
  - *(i) The planned date and time of commencement; and*
  - *(ii) The duration of each stage; and*
  - *(iii) The time of completion; and*
- *(c) contain the following sentence:*
  "The actual date and time of commencement will be advised by a NOTAM, to be issued not less than 48 hours before works commences."

16.03 RESTRICTIONS TO AIRCRAFT OPERATIONS

*(1) The MOWP must include a "Restrictions to Aircraft Operations" (**RTAO**) section containing the information mentioned in this section.*

(2) The RTAO section must be compiled and presented in a form that enables aircraft operators to readily reference information as it affects them.

(3) The RTAO section must state:

(a) each manoeuvring area restriction; and

(b) if different aircraft types are affected differently — each aircraft type affected by the restriction.

(4) Any restrictions to aircraft operations on the manoeuvring area or in the approach and take-off areas must be listed and shown in the RTAO section using drawings of each stage of the works.

Note See also section 16.09.

(5) When works are being undertaken in more than one stage, a table in the RTAO section must show the restrictions:

(a) applicable to each stage of the works; and

(b) for each type of aircraft operation.

(6) The table mentioned in subsection (5) must:

(a) outline the various work stages with scheduled start and completion dates; and

(b) have a remarks column to list details of special restrictions and the requirements for the issue of NOTAMs.

Note 1 For paragraph (6) (a), the actual start and completion dates will be notified and updated via NOTAM. See section 15.01.

Note 2 For changes to the schedule, an amended MOWP will need to be issued. Refer to subsection 15.02 (5).

(7) The RTAO section must outline details, if any, of special arrangements to be made during works if emergencies or adverse weather conditions occur.

(8) The RTAO section must set out:

(a) the requirements for the restoration of normal safety standards; and

(b) any restrictions on the organisation carrying out aerodrome works.

(9) The RTAO section must include the full text of all planned NOTAMs associated with the aerodrome works.

16.04 PERSONNEL AND EQUIPMENT

(1) The MOWP must identify or describe any time or circumstances when personnel and equipment are required to vacate the movement area for certain aircraft operations.

Example: "All personnel and equipment will clear runway strip 11/29 for air transport operations not later than XX minutes before 1200 hours."

(2) The MOWP must identify:

(a) the routes to and from a works area; and

(b) the procedures for entering a works area within a movement area.

16.05 AERODROME MARKERS, MARKINGS, AND LIGHTS

(1) Arrangements for the installation, alteration or removal of aerodrome markers, markings and lights in a works area and in other areas affected by the aerodrome works must be shown in drawings attached to the MOWP.

(2) A MOWP must set out procedures for ensuring that electrical services and control cables are not damaged during the course of any works.

16.06 SPECIAL REQUIREMENTS

The MOWP must provide details of any special requirements arising during or on completion of aerodrome works, for example, arrangements for leaving pavement surfaces swept and clean before evacuation of the works area.

16.07 ADMINISTRATION

(1) The MOWP must include:

(a) the name of the project manager appointed by the aerodrome operator; and

(b) the telephone numbers for contacting the relevant individual during and after normal working hours.

(2) The MOWP must include the contact arrangements for the works safety officer or officers appointed by the aerodrome operator for both during and after normal working hours.

16.08 AUTHORITY

(1) Each MOWP must contain the following statement in a prominent place: "All works must be carried out in accordance with the MOWP".

(2) Each MOWP must set out:

(a) its expiry date; and

(b) any alteration of that date.

(3) Subject to subsection (4), each MOWP must be authorised and signed by the aerodrome operator's accountable manager.

(4) The project manager for the works may sign the MOWP where the aerodrome operator has, in writing, authorised him or her to do so.

(5) The aerodrome operator must ensure that the MOWP is complied with.

16.09 DRAWINGS

(1) An MOWP must include drawings to provide a visual reference for each stage of the works, showing the following:

- *(a) specific details of the works area;*
- *(b) restrictions to aircraft;*
- *(c) the location of CNS equipment, including the associated critical or sensitive areas in proximity to the works area;*
- *(d) the location of visual ground aids and markings in proximity to the works area, including any unserviceability markers or markings required by the works;*
- *(e) details of the height and location of critical obstacles;*
- *(f) the location of temporary parts of the movement area (if applicable);*
- *(g) access information, including standard routes for vehicles and equipment not normally operated on the aerodrome;*
- *(h) storage areas for material and equipment (if applicable);*
- *(i) if excavation is required during the works — the location of critical electrical services and control cables which may be disturbed in proximity to the works area.*

(2) Paragraph (1) (i) does not apply if:

- *(a) an alternative means of describing the location of the critical electrical services and control cables is provided; and*
- *(b) the alternative means is readily available to the works safety officer at all times during the conduct of works; and*
- *(c) the alternative means is documented in the MOWP.*

16.10 DISTRIBUTION LIST

The distribution list of the MOWP must include at least the following persons and organisations:

- *(a) the project manager;*
- *(b) the works safety officer;*
- *(c) the aerodrome security manager, if any;*
- *(d) the works organiser;*
- *(e) CASA;*
  Note: MOWPs sent to CASA are normally required to be sent to the assigned aerodrome inspector.
- *(f) the aerodrome ATC (if any);*
- *(g) the aerodrome ARFF unit (if applicable);*
- *(h) the air transport and emergency services aircraft operators using the aerodrome (as applicable);*
- *(i) fixed-base operators using the aerodrome (where applicable);*
- *(j) CNS service providers located on the aerodrome (where applicable);*
- *(k) meteorological service providers located on the aerodrome (where applicable).*