

Method of Work Plan

Introduction

Construction and maintenance work on an airfield can impinge on flying operations and flight safety. Therefore, before the start of any works on an airfield, work procedures must be detailed. The formal document that contains these procedures is known as a Method of Working Plan (MOWP).

The MOWP is an operational document rather than a design document. Its intent is to allow works to be performed with minimal impediment to aircraft operations. At the same time the plan is to set out procedures that ensure the safety of aircraft and personnel working on the airfield. This instruction details the responsibilities, requirements, control and format of a MOWP and provides guidance on its content.

Applicability

Defence Works. This instruction applies to MOWPs for all works on Defence's military-use-only airfields and Defence works on all joint user airfields. Where Defence prepares a MOWP for works on a joint user airfield, consultation with the civilian airport operator is essential. The level of consultation is usually proportional to the effect that the works will have on civilian operations. Airfields subject to Joint User Agreements (Darwin and Townsville) require the most consultation and those with lease arrangements (Tindal and Williamtown) generally require less consultation. Any works which involve jointly used areas of the airfield will require both Defence and the civilian airport operator to sign the completed MOWP.

Civilian Works. Where any civilian airport operator carries out its own major works, they must develop the MOWP in close consultation with Defence, and both parties must jointly sign the completed MOWP. Guidance on the MOWP format for those developed by civilian airport operators on Defence airfields is contained in Chapter 13 of the Rules and Practices for Aerodromes (RPAs) published by the Civil Aviation Safety Authority (CASA) under the Civil Aviation Regulations (CARs).

Responsibility and Authority

For Defence works, the Project Officer responsible for the works is responsible for the drafting of the MOWP. The drafter will need to liaise with the Senior Air Traffic Control Officer (SATCO), RAAF flying squadron personnel and others during the planning and compilation of the MOWP. On military-use-only airfields the Base Commander and regional CSIG-ID Manager Infrastructure (MI) are to be signatories to the MOWP. For joint user airfields where the civilian operator leases access to the airfield (such as Tindal and Williamtown) the civilian airport operator may be a signatory to the MOWP, along with the Base Commander and regional MI. Whether the civilian airport operator is a signatory will depend on the impact of the works on the civilian operations and the location of the works (joint use areas or Defence use only areas). Where a Joint User Agreement exists (Darwin and Townsville) the civilian airport operator must be a signatory to the MOWP in addition to the Base Commander and regional MI.

Where the civilian airport operator controls the works and compiles the MOWP, the military Base Commander must be a signatory to the MOWP with the civilian airport operator. In addition, the regional MI may also be a signatory depending on the impact of the works on CSIG maintained airfield infrastructure.

The following table summarises the responsibilities for preparation and approval of MOWPs for various airfield works.

Airfield type	Works performed	Drafting responsibility	Signatories
Defence	All	Defence's Project Officer	MI, Base Commander
Joint User by lease	By Defence in Defence only areas	Defence's Project Officer	MI, Base Commander
Joint User by lease	By Defence in joint users areas	Defence's Project Officer	MI, Base Commander, Civil airport operator
Joint User by lease	By civilian operator in civilian only use areas	Operator's project manager	Base Commander, Civil airport operator
Joint User by lease	By civilian operator in joint user areas	Operator's project manager	MI, Base Commander, Civil airport operator
Joint User by JUA	By Defence in all areas	Defence's Project Officer	MI, Base Commander, Civil airport operator
Joint User by JUA	By civilian operator in all areas	Operator's project manager	MI, Base Commander, Civil airport operator

The Plan

For Defence prepared MOWPs, due to the complex nature of airfield works, the Defence Project Officer should clearly identify a time line for the works in consultation with the agencies likely to be impacted on by the works. This will generally include the Base Commander, the Senior Air Traffic Control Officer (SATCO) and flying squadron personnel. Where there is a civilian airport operator, they must also be consulted in the early stages of the project. This is critical where a Joint User Agreement exists, such as at Darwin and Townsville.

A Project Officer will need to consider the programming aspects of the works, with particular regard for the following:

- the tender process,
- the preparation of the MOWP including appropriate time frames for review by each agency,
- seasonal requirements,
- operational and/or exercise commitments,
- availability of plant and equipment, and
- availability of materials.

An example MOWP for a fictitious project is contained at enclosure 1 of this instruction and a template, with some commentary, is at enclosure 2.

All Defence initiated MOWPs are to be allocated a serial number associated with the parent Base (eg TDL 5/2001). The MOWP register is to be maintained by the regional MI for CSIG-ID.

When developing a MOWP, the use of consistent and accurate terms is critical to ensure that all agencies interpret the drafters meaning correctly. A list of definitions to be used in the development of a MOWP is contained at enclosure 3 to this instruction.

MOWPs are to be issued to all agencies that are involved in the operation of the airfield, which includes both flying and non-flying agencies as well as maintenance organisations. A copy of the signed MOWP is to be issued to all addressees at least three weeks prior to the scheduled start of the works. To meet this requirement the originator should allow a period of about 10 weeks to compile, distribute, amend as necessary and produce the final plan for signature. The originator should be aware of the longer timeframes generally required to obtain signatures from non-military agencies. The essential elements (such as time and plant restrictions) of the MOWP must be available prior to the works being advertised for tender to allow prospective tenderers to price restrictions imposed as part of their bid.

Security

The Base Security Officer (BSECO) is responsible for all aspects of security during airfield works, including entry and exit provisions to the Base and to the work site. Security aspects and requirements are to be clearly stated in the MOWP where applicable and the BSECO should be consulted when compiling a MOWP. Defence is primarily responsible for security in the jointly used area, however, the civilian airport operator is responsible for ensuring that it complies with any security requirements of the jointly used area under the Air Navigation Act and Regulations and the Airport Security Program approved under that Act.

Flying Safety

In preparing a Defence MOWP the originator is to consult with the Base Flying Safety Officer and SATCO to ascertain any specific flying safety requirements, including the appointment of a dedicated Works Safety Officer and the development of any Notices to Airmen (NOTAMs) required. Should a Works Safety Officer be considered necessary, he/she will generally be a RAAF Air Traffic Controller appointed by the SATCO and his/her duties and responsibilities are to be clearly described in the MOWP. Similarly, MOWPs compiled by civilian airport operators will include consultation and liaison with the SATCO and flying squadron staff on Air Force operations and flying safety matters.

Amendment

Proposed changes to an approved MOWP should be referred to the Project Officer for consideration, consolidation and presentation to the original authorities for approval. Approved amendments are to be distributed to all addressees of the initial issue of the MOWP. No action arising from any change is to be taken until the approving authorities' signatures are obtained.

Distribution

An indicative MOWP distribution list is contained at enclosure 1 with enclosure 2 providing some comments on essential addressees. The key to determining a distribution list for a MOWP is to consider all parties that will either be affected by the work, will participate in executing the work, are employed on other aspects of the airfield or have some other interest in the work or the status of the airfield.

Enclosures:

1. Example MOWP
2. Template and Guide to MOWP
3. MOWP Definitions