



# Golden Rules of Safety

## Safety cannot be taken for granted

Schiphol wants to be a safe place for everyone, passengers, visitors and workers alike. Safety is not something we can take for granted, however, which is why we formulated the Golden Rules of Safety. The Golden Rule of Safety in this brochure focuses on fire-hazardous work ('hot work').

A lot can go wrong if you fail to demonstrate a professional attitude when engaged in work that may lead to fire, smoke, steam or dust. For these reasons, Schiphol has laid down strict requirements for carrying out this kind of work. Our Golden Rule of Safety is therefore:

## I only carry out hot work with a hot work permit

### Which activities are classified as hot work?

- The following operations are classified as hot work:
- work that may lead to open fire, heat, smoke or steam
- work that may affect the fire-detection systems, for instance due to heat or dust
- work that may generate sparks

### Examples of hot work:

- welding, grinding, soldering, use of torch, etc.
- work that generates dust, such as cutting, breaking, drilling, etc.
- work at height between fire-alarm system beams

### You need a permit for the Terminal and Airside

If you want to work at the airport and it involves one of the aforementioned situations, you will need a hot work permit (HWP). You can get this permit from Asset Management at Operations. The so-called prevention workers – employees of the Operations department – will then issue the HWP on site.

To request a permit, you can send an email to [asm\\_hwp@schiphol.nl](mailto:asm_hwp@schiphol.nl) to notify Operations of your planned activities and the nature of the work. The prevention workers will issue the HWP depending on the work and moment. In the event of a system failure, send an email to [asm\\_hwp@schiphol.nl](mailto:asm_hwp@schiphol.nl) immediately. You will not need an Operating Permit Request (OVA) but please specify the ICD number.

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Do you have any tips or comments on how this toolbox can be improved? Or would you like to share your opinion with us? We would like to hear from you via:

[safe\\_office@schiphol.nl](mailto:safe_office@schiphol.nl)

**Schiphol**

## Comply with the rules

Safety at work starts with you, but it is always a shared responsibility. So make sure to comply with the rules set forth in the HWP. Discuss the HWP with the prevention worker at Operations. You must always follow the prevention worker's instructions to ensure fire safety at work.

## Step by step: Safely conducting hot work

You can safely do work involving a fire hazard (hot work) step by step with instructions from the party issuing the permit, your manager or a project supervisor:

1. Jointly decide exactly what work you will be doing.
2. Determine what risks are involved.
3. Implement measures to mitigate or manage the risks.
4. Always keep a fire extinguisher at hand.
5. Jointly determine the consequences for the fire detection and sprinkler systems and other fire safety systems.
6. The fire detection and sprinkler systems must be deactivated for some types of work.
7. Please note: Never switch off automatic and manual fire alarms and sprinkler systems in a single area at the same time! If it is absolutely necessary, always call in a fire watch.
8. Discuss the fire alarm procedure.

The conditions for doing the work are listed on the back of the permit.

## Hot work on roofs

Special requirements are in place for roof cladding work (which requires the use of an open flame and/or a tar boiler).

- [Procedure and conditions for fire safety while working on roofs.](#)
- Basic Requirement Set for fire safety in the Terminal - hot work (for Schiphol accounts only)
- [HWP protocol](#)

## TIPS:

- Be alert at all times!
- If in doubt, don't start the work.
- Consult with your manager or supervisor.