The approval process for crane operations:

Contractor/Developer/YYC PM identifies need for crane and gathers site/crane details

Contractor/Developer/YYC PM completes Transport Canada, and NAV CANADA application forms

Contractor/Developer/YYC PM submits forms to both agencies along with aerial photo or site plan

Agencies review applications (Transport Canada requires a minimum of 90 days notice)

Contactor/Developer/YYC PM to complete YYC Crane Application and send with Transport Canada and NAV CANADA approvals to cranes@yyc.com

Contractor/Developer/YYC PM receives approval from cranes@yyc.com

Contractor/Developer contacts Airport Duty Manager (403.735.1300) 48 hrs prior crane operation

Crane operations commence – Airport Duty Manager monitors crane activity

Contractor/Developer notifies Airport Duty Manager when crane operations are complete

Contractor/Developer submits Removal Notification form to NAV CANADA (if required)

YYC Crane Approval Checklist:

To ensure your crane operation occurs without delay, it's important to make sure you've taken care of the following:

- ☑ Apply to ALL agencies (Transport Canada, NAV CANADA and Calgary Airport Authority well in advance of the scheduled date.
- ☑ Include a detailed site plan or aerial photograph and accurate ground elevations and coordinates (lat/longs).
- ☑ Forward approvals from Transport Canada (signed/stamped Aeronautical Assessment Form) and NAV CANADA (Approval Letter, Construction Start Notification, Removal Notification) to cranes@yyc.com.

Questions?

For inquiries concerning crane operations in and around the Calgary International Airport, contact:

Calgary Airport Authority
Planning & Engineering
403.735.1542 **cranes@yyc.com**

Calgary Airport Authority
Duty Manager
403.735.1300

Transport Canada
Aerodrome Safety
1.800.463.0521 **pnrweb@tc.gc.ca**

NAV CANADA
AIS Data Collection Unit / Land Use Office
1.866.577.0247 **landuse@navcanada.ca**

General development inquiries at the Calgary International Airport can be directed to **cip@yyc.com.**

Visit our website at **www.yyc.com** (click on click on Business at YYC – Planning and Engineering – Tenant Development Services) for more information and to see a complete list of documents available for download.

Guidance Material for

CRANE OPERATIONS

in the vicinity of the Calgary International Airport

JANUARY 2014

PLANNING & ENGINEERING

YYC CALGARY AIRPORT AUTHORITY

What approvals are required before a crane can be erected?

- The erection of any crane whose height may potentially pose a risk to aviation safety or effect the operation of air navigation aids requires approval **in advance**.
- Approvals are issued by Transport Canada, NAV CANADA and, in some instances, the Calgary Airport Authority.
- Applications for approval should be submitted to Transport Canada and NAV CANADA well in advance to the start of the crane operation **(Transport Canada requires at least 90 days notice).**
- Applications to the Calgary Airport Authority must include reviewed/approved Transport Canada and NAV CANADA assessments.

What information is required for approval?

- Information about the project and the work site is required on all approval forms in order to help determine the impact of your crane operation on aeronautical operations, including:
  - Project contact information;
  - Site coordinates and address;
  - Elevations – ground (ASL), building/structure height;
  - Crane details – type, swing radius, boom length, maximum height;
  - Scope of work;
  - Duration of operation (start/end dates, times).

Crane Approval Forms:

- Transport Canada: ***Aeronautical Assessment Form -*** (download at www.tc.gc.ca)
- NAV CANADA: ***Land Use Submission Form -*** (download at www.navcanada.ca)
- Calgary Airport Authority: ***YYC Crane Approval Application*** – (download at www.yyc.com)

Note: Both Transport Canada and NAV CANADA forms are also available for download at www.yyc.com

Crane Operations On and Off Airport Property:

- For crane operations **not on airport property**, approvals should be obtained from Transport Canada and NAV CANADA. Once approvals are received, either organization may issue instructions to the applicant to contact the Calgary Airport Authority.
- **If the crane operation is within the vicinity (generally, within a 7km radius) of the Calgary International Airport,** applicants should also complete the YYC Crane Approval Application form and submit the application to the Calgary Airport Authority for review with copies of the responses from NAV CANADA and Transport Canada at least 5 working days prior to operation. **The Calgary Airport Authority will not provide final approval without copies of both the Transport Canada and NAV CANADA approvals.**
- A YYC Project Coordinator will assist in the coordination of all crane applications for projects **on airport property.**
- Once approved by YYC, the applicant should contact the airport Duty Manager (403.735.1300) **at least 48 hours** prior to the start of the crane operation.
- If, for whatever reason, Transport Canada or NAV CANADA rejects an application, it is the responsibility of the applicant to propose alternate arrangements and re-apply. **The Calgary Airport Authority will not approve any application that has been rejected by either Transport Canada or NAV CANADA.**
- The Airport Duty Manager will call the crane operator to immediately lower a crane whose height may pose a risk to aviation safety or cause operational impact. This includes marginal weather (winds, visibility) situations until deemed safe to proceed.

Agencies involved:

Transport Canada Transports Canada

- Transport Canada is responsible for transportation policies and programs. It ensures that air, marine, road and rail transportation are safe, secure, efficient and environmentally responsible. It continues to make strides towards improving aviation safety. Our objective is safer skies, ultimately achieved through a proactive and integrated approach to accident prevention.

NAV CANADA

- NAV CANADA, the country's civil air navigation services provider, is a private sector, non-share capital corporation financed through publicly-traded debt. With operations coast to coast, NAV CANADA provides air traffic control, flight information, weather briefings, aeronautical information services, airport advisory services and electronic aids to navigation.

YYC CALGARY AIRPORT AUTHORITY

- The Calgary Airport Authority is a not-for-profit corporation with a mandate to manage and operate the Calgary International Airport in a safe, secure and efficient manner and to advance economic and community development by means that include promoting and encouraging improved airline and transportation service and an expanded aviation industry for the general benefit of the public in our region.