WORK PERMIT PROCEDURE

1. PURPOSE

To identify the work permits required to ensure that the necessary precautions are taken for work carried out in hazardous areas within Fraport TAV premises.

2. SCOPE

This procedure covers all personnel working or intending to work at Fraport TAV, including FTA employees, contractors (subcontractors) and personnel on temporary assignment. All personnel shall comply with every provision of this procedure and the applicable occupational health and safety laws and regulations.

3. DEFINITIONS

Fraport TAV	Refers to Fraport TAV Antalya Terminal İşletmeciliği A.Ş.
Board of Directors	The governing body established by the concession holders of Fraport TAV.
Senior Executive	A person holding the position of General Manager at Fraport TAV.
Manager	Personnel holding a Director, Manager or Unit Manager position at Fraport TAV.
Personnel	Employees working at Fraport TAV under an employment contract.
OHS	Occupational Health and Safety.
Occupational Health and Safety	The conditions and factors affecting the well-being of employees, temporary workers, contractor personnel, visitors and other persons in the workplace.
OHS Management System	The ISO 45001 OHS management system is part of the overall management system and facilitates the management of OHS risks associated with the organisation's activities. It includes the organisational structure, activity plans, responsibilities, experience, processes, procedures and resources for developing, implementing, improving, achieving, reviewing and maintaining the organisation's OHS policy.
Anticipated Risk	The combination of the likelihood of a harmful event and its consequences, based on the hazards identified for the work to be performed.
OHS Committee	Refers to the authorised employee who guides employees on occupational health and safety, assesses OHS hazards and precautions, determines the measures to be taken and reports them to the employer's representative.

Prepared by	Controlled by	Approved by	Approved by
Quality-HSE	Quality Management	General Manager	General Manager

Occupational Safety Specialist	An engineer, architect or technical professional holding an occupational safety specialist certificate and authorised by the Ministry to perform OHS duties.
Work Permit	A permit signed by the authorised person(s), confirming that routine or non-routine work identified as hazardous within the workflow may be performed under specified conditions.
Work Permit Form	The document allowing work to commence once the necessary approvals have been obtained.
Work Permit Registration	The process of checking all requirements of the Work Permit Form and registering it before work commences.
Personal Protective Equipment (PPE)	Any equipment, appliance or device designed to be worn, carried or held by an employee to protect against one or more health and safety risks arising from the work.
Auxiliary Safety Equipment	Health and safety equipment used in addition to PPE to facilitate the work and enable it to be performed more safely.
SGK Employment Entry Notifications and Service Lists for the Previous Month	Copies of employment entry notifications and service lists for the previous month demonstrating that the workers who will perform the work are registered with the Social Security Institution (SGK).
Periodic Inspection Certificate for Machinery / Equipment	A document demonstrating that the machinery and equipment to be used have been inspected by an authorised person or organisation at intervals determined according to their characteristics.
Operator / Craftsmanship / Specialist Certificate	A document demonstrating that persons operating construction machinery, equipment or vehicles requiring craftsmanship or specialist skills have received the necessary training from an authorised person or organisation.
Energy Control (Lockout / Tagout)	The energy control system that must be applied before maintenance, repair, fault rectification or cleaning of energised systems, machinery or equipment, to prevent personnel from being harmed by the energy sources or systems involved.

Hazard Warning Signs / Barriers / Tape	Safety equipment used to delineate the work area, prevent uncontrolled access and warn persons nearby of the hazards associated with the work.
Material Safety Data Sheet (MSDS)	A document containing product information (composition, trade name, storage information, etc.), precautions for use (avoiding inhalation or contact, wearing gloves, etc.), potential hazards (fire, direct contact with hazardous materials, spills, etc.), initial response information (firefighting, first aid, etc.) and the product's hazard classifications.

4. RELATED DOCUMENTS

Law No. 6331
Occupational health and safety provisions of Labour Law No. 4857
Occupational Health and Safety Directive
Occupational Health and Safety and Operational Control Procedure
Work at Height Permit Form
Confined Space Work Permit Form
Capital Works Permit Form
Hot Work Permit Form
Electrical Work Permit Form
Excavation / Backfilling Construction Work Permit Form
Hazardous Materials Work Permit Form
Work Permit Tracking Form

5. PROCEDURE

This procedure ensures that work is controlled and that the precautions required to manage risks are taken before work commences and throughout its execution.

It describes the general rules and methods applicable to the company's work permit system. The work permit procedure at Fraport TAV is implemented in accordance with the rules detailed below.

5.1. Authorities and Responsibilities

1) Departmental Duties

- Ensure that all work permits required within the scope of this procedure are fully implemented in their departments and units.

- Inform employers, contractors and all personnel under their control of their duties and responsibilities regarding work permits, and ensure that responsibilities are clearly allocated.

2) Department Manager

The manager of the department responsible for the work to be performed or commissioned. The Department Manager is responsible for ensuring that the work is completed in full.

3) Technical Control Officer

Checks the technical suitability of the work to be performed or commissioned. Technical Control Officers are Technical Systems Specialists, Team Leaders or the technician in the relevant department responsible for the work.

4) Department Supervisor

The Supervisor / Engineer responsible for the work to be performed or commissioned. This person ensures coordination on site with the relevant manager and unit, and enables the team to work effectively so that the work is performed and completed safely. During daytime working hours, the relevant department engineers and supervisors oversee the work. During evening / night shifts and holidays, Terminal Duty Managers are responsible for the necessary checks throughout the operation.

5) Terminal Duty Manager

Checks whether the work to be performed or commissioned is compatible with operations in the terminal buildings.

6) Occupational Health and Safety Specialist

Responsible for identifying and ensuring the implementation of the occupational health and safety precautions required for the work to be performed or commissioned.

Identifies the anticipated risks according to the nature of the work, specifies the precautions to be taken and is responsible for checking the work against OHS rules.

7) Security

The Security Department shall be informed and its approval obtained for all hot work and work involving fire protection systems.

8) Fire Systems Specialist

Responsible for identifying risks during hot work and for determining and ensuring the implementation of the necessary precautions.

9) Company Performing Temporary Work / Contractor

Before commencing work, organisations that will work at Fraport TAV and/or have a temporary work relationship shall, in coordination with the department commissioning the work, submit the required documents to the Fraport TAV OHS Specialist and Administrative Affairs Unit and obtain the necessary permissions. The FTA OHS Specialist and Administrative Affairs Unit shall not grant permission to organisations or their employees whose documentation is incomplete.

The organisation that will perform work at Fraport TAV shall submit the requested documents to the FTA OHS Specialist and the Fraport TAV Administrative Affairs Unit.

5.2. Flowchart

The process to be followed when implementing this procedure is shown in the flowchart below.

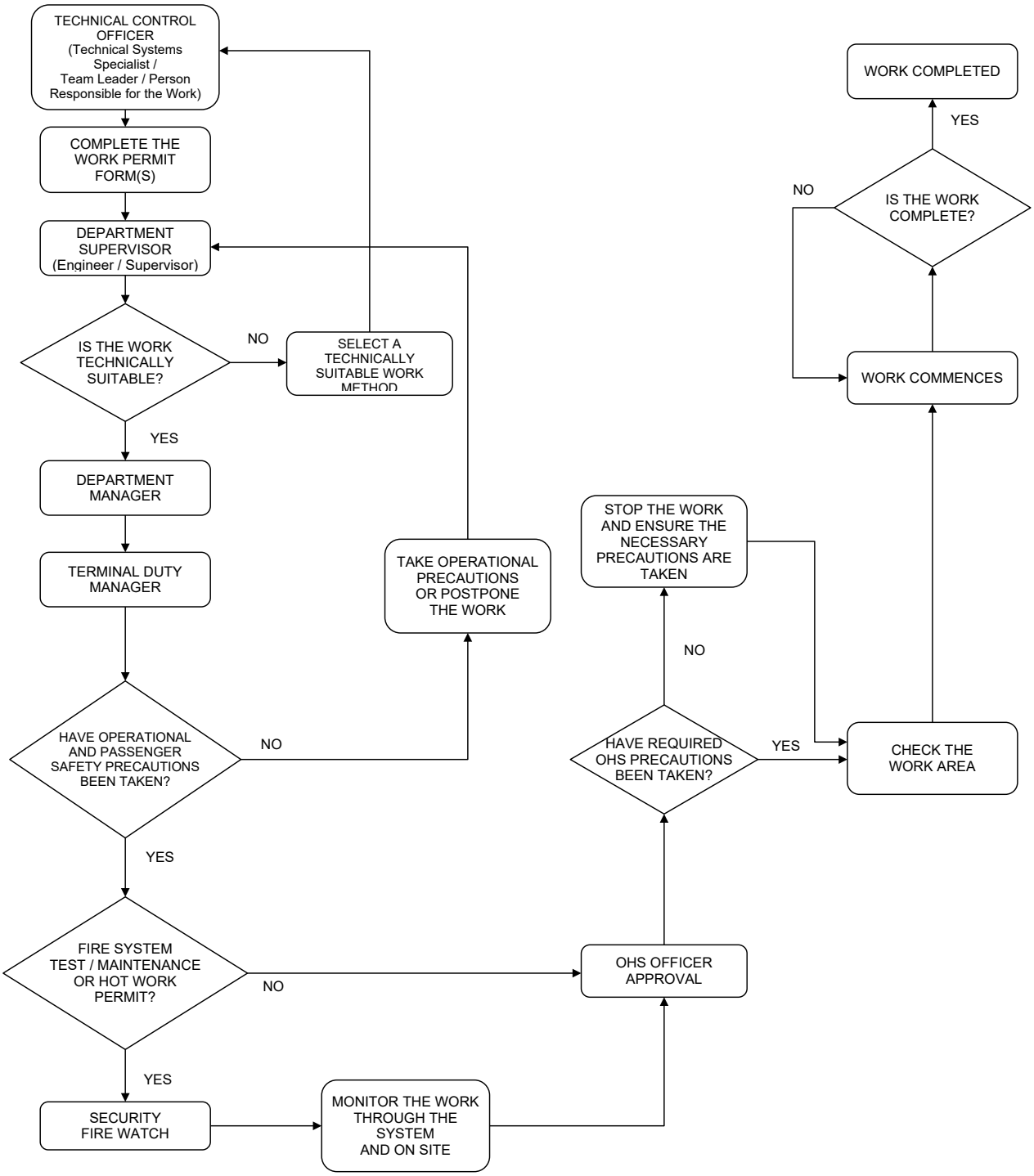


Table 5.2. Work Permit Flowchart

5.3. Activities Subject to Work Permits

1) Activities Requiring a General Work Permit

This permit is used for routine maintenance, repair and construction activities on site to ensure that the necessary documents are completed before work begins and to check the conditions for site activities.

2) Confined / Restricted Space Work Permit

Areas with restricted airflow, the potential for gases to be present, and limited access and egress are considered confined spaces. Examples include:

a) All types of open-top or closed tanks;

b) Pipes, drains, sewers, waste storage spaces, separators, septic pits, light wells, water wells and wastewater excavations;

c) Pits and excavations deeper than 1.5 metres with no or insufficient natural air circulation;

d) All spaces where natural air circulation is insufficient or the atmosphere may be harmful to human health or hazardous to safety;

e) All spaces containing liquids or gases that emit harmful gases;

f) Galleries, voids and tunnels;

g) All spaces without doors formed within reinforced concrete structures.

3) Work at Height

This permit applies to work at height performed using Personal Protective Equipment and Work Equipment without collective protection measures. No height threshold is defined for this permit; it may apply to work at any height.

Examples include:

a) Work on roofs without an edge protection system;

b) Scaffold erection / dismantling.

4) Electrical Work

5) Capital Works

6) Hot Work

7) Excavation / Backfilling Construction Work

8) Hazardous Materials

5.4. Identification of Work Permit Requests and Needs

The need for work arising from improvement processes may be identified through the following unit / process activities:

- Near-miss incidents;

- Hazardous conditions;
- Risk assessment activities;
- Employee and customer satisfaction survey results;
- Employee suggestions and proposals;
- Customer requests or suggestions.

The need for work arising from all source processes may also be identified through the following unit / process activities:

- Accidents;
- Customer complaint outcomes;
- Non-conforming materials or services;
- Statutory or legal obligations, regulations, laws or penalties;
- Process or system performance monitoring values falling outside acceptable limits.

5.5. Receipt of Work Permit Requests

All departments within the organisation shall submit work permit requests using the applicable form according to the type of work:

Work at Height Permit Form

Confined Space Work Permit Form

Capital Works Permit Form

Hot Work Permit Form

Electrical Work Permit Form

Excavation / Backfilling Construction Work Permit Form

Hazardous Materials Work Permit Form

5.6. Assessment and Approval of Work Permit Requests

The responsible person in the requesting department completes the relevant Work Permit Form, specifying the details and exact location of the work, the work equipment to be used, the estimated duration, the number of team members, the anticipated risks, the precautions required against those risks and the personal protective equipment to be used. If the work is to be performed by a subcontractor, the subcontractor checklists shall also be included. The form is then approved by the relevant Department Supervisor according to the nature of the work.

The Work Permit Form is finally submitted to the Occupational Health and Safety Specialist. Following the Specialist's checks, the permit is entered in the Work Permit Tracking Form and registered.

5.7. Planning and Execution of Work

The relevant Department Supervisor regularly checks the work area, as the work and workplace conditions may change.

The Department Supervisor ensures that the necessary precautions are taken and is authorised to stop the work if conditions change or if the persons performing the work fail to comply with safety precautions.

The relevant Department Supervisor may seek advice and assistance from other managers who have approved the work permit, where necessary. The other approving managers may also identify non-conformities within their areas of responsibility and notify the relevant supervisor.

The work permit is valid for the period between the start and end dates specified in the Work Permit Forms.

5.8. Review and Closure of the Work Permit Form

Once the work is completed, it is closed out after the relevant Department Supervisor and Area Supervisor have performed the necessary checks. Work Permit Forms are archived by the relevant Department Supervisor. A copy of the closed Work Permit Form is also submitted to the Occupational Health and Safety Chief.

5.9. Work Permit Validity Period

Type of Work	Maximum Permit Duration
Work at height	1 day
Electrical work	1 day
Confined space work	4 hours
Hot work	1 day
Excavation / backfilling construction work	1 day
Work with hazardous materials	1 day
Capital works (installation / dismantling)	1 day

6. RESPONSIBILITY FOR IMPLEMENTATION OF THE WORK PERMIT PROCEDURE

The Quality Department is responsible for preparing the Work Permit Procedure, ensuring its publication and distribution, and cancelling it if it is withdrawn from use. All management and employees are responsible for implementing the procedure, ensuring that it is available in their departments, communicating it to personnel and complying with its provisions.

7. AUTHORITY OVER THE WORK PERMIT PROCEDURE

The General Manager has the authority to withdraw the Work Permit Procedure in whole or in part.

8. APPROVAL OF THE WORK PERMIT PROCEDURE

The Work Permit Procedure shall enter into force on …./…./…… upon approval by the General Manager.