



# DFW International Airport Construction Security Procedures Tool Management Plan

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Permit No. \_\_\_\_\_

Terminal: \_\_\_\_\_

Columns & Lines. \_\_\_\_\_

Contact Name & Phone No.: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

Contractor's Signature & Title: \_\_\_\_\_

CC: Assistant Chief James L Brandenburg ~ DFW Airport Police  
Naresh Shahani ~ Tenant Construction Facilitator-Airport Development/Engineering

10-05-09



# DFW INTERNATIONAL AIRPORT

## Construction Security Procedures

### Tool Management Plan

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The “Tool Management Plan” is for all construction projects that take place in the public areas of terminal concourses (sterile area) to include “back of house” areas such as offices and concessions within the Security Identification Display Area/Air Operations Area (SIDA/AOA). Mobilization of the “Tool Management Plan” **must** proceed all phases of construction and will be enforced for the duration of the project. The following procedures will be implemented.

- Work hours shall be determined by stake holders, airport development, and the contractors.
- The General Contractors’ (GC) Safety/Security Officer is responsible for the implementation and maintenance of the Tool Management Plan.
- The plan will be reviewed with all construction workers prior to each shift.
- The GC Safety/Security Officer is responsible for the tool box inventory that must be maintained by each sub-contractor. Each Sub-contractor must designate a tool box monitor.
- Consult the “Prohibited Items” list at [www.TSA.gov](http://www.TSA.gov).
- The GC Safety/Security Officer will prepare the tool box inventory form, which must be completed by each sub-contractor and kept in the tool box at all times.
- Each sub-contractor tool box monitor must also inventory all hand tools brought to the job site by individual workers prior to each shift. This refers to tools carried in the individual’s tool belt or tool bag. The inventory of these tools must be kept in the sub-contractor’s tool box.
- Each subcontractor will store its inventoried tools in the locked box kept in the secure areas on the ramp, or concourse.
- Unlocked tool boxes **must** be monitored at all times by the sub-contractor’s tool box monitor.
- All hand tools will be checked out on the tool inventory list to an individual worker by the sub-contractor’s tool box monitor. Each worker is personally responsible for the hand tools he/she checks out.
- Consumables (e.g. razor blades) are included in the tool box inventory, and may be removed from the inventory and disposed of only by the GC Safety/Security Officer.
- The individual who checked-out a tool must return it to the sub-contractor’s tool box monitor. The tool will be checked-in by the tool box monitor.
- Tools must be kept within five feet of the worker responsible at all times. Unattended tools will be confiscated and returned to the GC Safety/Security Officer.

- It will be the responsibility of the sub-contractor tool box monitor to reconcile the tool inventory at the conclusion of each shift. The GC Safety/Security Officer **must** verify the accuracy of the inventory at the end of each shift prior to workers leaving the job site.
- The sub-contractor's tool box monitor will submit the daily tool box inventory to the GC Safety/Security Officer who will be responsible for maintaining the permanent document files.
- The GC Safety/Security Officer will submit a summary of the hand tool inventory weekly to the DFW Airport Project Manager.
- If the GC Safety/Security Officer determines tools are missing at the end of the shift or during a shift, the appropriate authorities will be notified immediately in the following order: DFW Airport DPS Communications @ 972-973-3210. DFW Airport Operations Center (AOC) @ 972-973-3112.
- **ZERO TOLERANCE** is being observed for any employee who leaves a tool unattended. The offending employee will be escorted from the work site by the GC Safety/Security Officer and will be removed permanently from the project.
- DFW Airport and/or the Transportation Security Administration (TSA) representatives may randomly monitor the overall construction area at any time and check the tool box inventories.
- Work zones that will be established for longer than 24 hours will be separated from the public by barriers or a demising wall.
- Existing concourse trash receptacles will not be allowed in the designated construction area. Construction trash receptacles will be provided in the work zone for the disposal of all construction trash. Receptacles must be removed from the work zone at the end of each shift.
- The GC Safety/Security Officer **must** conduct a security sweep of the construction area at the end of each shift. DFW Airport representatives may participate in the security sweep at their discretion. It is the responsibility of the GC Safety/Security Officer and Night Superintendent to validate if the security sweep is successful.
- Primary access for all employees, tools, equipment, and materials to the construction area will be from the AOA via a DPS manned AOA gate. Employees will be restricted from accessing an employee portal inside the terminals. Employees may access a TSA screening checkpoint however, **NO tools on the TSA prohibited items list are allowed.** All Vehicles and persons entering the AOA thru the designated construction security gate are subject to search.
- Employees are restricted to the work area designated by the CG/Safety Officer. The CG/Safety Officer or designee will monitor the work zone to ensure employees do not use public restrooms, concessions, or any other facilities in the concourse. Employees who violate these provisions are subject to removal from the project. **NO EXCEPTIONS.**

## SIDA BADGE REQUIREMENTS

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SIDA/AOA badge requirements will be enforced for all construction employees using the following process.

- SIDA/AOA access badges will be obtained from the DFW Airport Access Control Office located in Terminal D. Information and badge applications are available at [www.dfairport.com](http://www.dfairport.com) on the Department of Public Safety web page.
- This process includes fingerprinting, background check and interactive video/testing.
- Unbadged employees will be allowed on the AOA under the following rules **only**. One badge employee may escort a maximum of five unbadged employees to the AOA/SIDA or Sterile work area. Escorts are not permitted through employee portals. The unbadged employee must have a government issued I.D. in their possession. The badged employee's responsibility will be to continuously monitor and remain in physical proximity of the unbadged employees such that they can control or direct the activity of the unbadged employee at all times.
- The AOA Badge must be visibly displayed on the outer garment and above the waist at all times while the employee is in the construction area or on the AOA.

## NON PUBLIC AREAS

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The following procedures will be used in the non-public area of the terminal construction areas.

- Tools used over the long term may be staged within the construction area in locked boxes. One lock box will be permitted per trade, to reduce the number of trucks entering the AOA on a daily basis.
- Employees are allowed to wear their personal tool belts and hand carry tools into the construction on a daily basis.
- One truck per day will be allowed to deliver tools to the construction area. Vehicles must be permitted by DFW Airport to enter the AOA.
- The GC's Safety/Security Officer will monitor the construction area on a daily basis.