

APPLICATION FOR CONNECTION TO SPECIAL SYSTEMS -INSTRUCTIONS-

Attention: Communication Systems and associated connections or activation of Systems will NOT be allowed at SEA Facilities without an approved 'Application for Connection' form.

I. PURPOSE of the 'Application for Connection'

- a. The sole purpose of this application is to ensure that all communication systems at Seattle-Tacoma International Airport (SEA) be reviewed by the owners and system experts found within Aviation Facilities & Infrastructure, Aviation Maintenance Electronic Technicians, and Information Communication Technology. Together the Special Systems group shall assist the Project team to ensure systems are reviewed for integrity, interface, and compliance with existing systems, or if new, an agreeable standard is set forth. We shall establish and maintain configuration control of the communication systems and plan for the long-term development to meet the needs of SEA.
- b. Of note are the many Special Systems that reside on or that are connected to installed communication infrastructure. Step one will have been to complete an Application to Communication Infrastructure. An exception would be if this is a new system that connects to existing infrastructure and new or additional communication infrastructure is not part of the project build or activation of this special system. Step two is completion of this Special Systems Application in which you may have been directed to complete through the discovery phase of the communication infrastructure application. Or, as stated above, you have a Special System connecting to existing communication infrastructure. Regardless of pathway to this application the Special Systems that utilize the communication infrastructure shall remain unique and be separate from the communication infrastructure process and application.
- c. In summary, the 'Application for Connection' form shall:
 - o Formalize a procedure for capturing all Special Systems associated with a project
 - o Review all system connections to the communication network(s) and/or infrastructure
 - o Assess the impacts of additional Special Systems on the communications network(s) and/or infrastructure
 - o Identify any Special Systems that are new in concept and function to SEA. Provide a format to capture and create standardization of System(s)
 - o Review any license requirements, coordinate necessary project technical support and along with Communications Infrastructure Application, reserve any points of connection

II. WHO'S INVOLVED with the 'Application for Connection'

- a. **SEA Project Manager** is responsible for Section 1 as well as any assistance required by Communication Design Engineer in Section 2
 - o Part 1.1 requires:
 - Confirmation of having completed or not needing to complete an Application for Connection to Communication Infrastructure
 - Acknowledgement of your understanding of the application process
 - o Part 1.2 is for the Project Manager's submittal date of application, project coding, and phase
 - o Part 1.3 is a check list acknowledgement of your understanding of all Special Systems found in your project scope. The Special Systems Matrix link is a good resource to learn more about the systems listed, including resource contacts and current vendors
 - o Part 1.4 is simply all known and required contact information

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- Part 1.5 is for Cable Television Service. If not applicable skip to next section (1.6)
- Part 1.6 is for Radio Frequency Systems. This section covers all known antenna functions at SEA facilities from a simple receive antenna, to FCC Licensed gear, onto Wi-Fi. If not applicable skip to next section (Section 2)

- b. **Communication Design Engineer** is responsible for Section 2 with support by SEA PM as necessary:
 - Part 2.1 - Acknowledgement of your understanding of the application process by confirming awareness to SEA Communication Standards and practices
 - Part 2.2 -Review section and provide all applicable project designs, formal engineering drawings, and documents requested. Provide all materials available at each phase of application submittal¹

- c. **AV/F&I Administrative Staff** is responsible for:
 - Receiving the submitted 'Application for Connection' from the Port of Seattle Project Manager
 - Dispersing the 'Application for Connection' to the appropriate reviewer in AV/F&I
 - Uploading the reviewed 'Application for Connection' to the Committee Meeting SharePoint site and the listed Port of Seattle Project Manager

- d. **AV/F&I Reviewer** is responsible for Section 3:
 - Reviewing the 'Application for Connection' provided by AV/F&I Administrative Staff
 - Approving, rejecting, or requesting a revise and resubmit
 - Providing the reviewed 'Application for Connection' back to AV/F&I Administrative Staff for processing

III. WHEN to submit an 'Application for Connection'

- a. Initial (or 0%) 'Application for Connection' form should be submitted during project scoping and budgeting. It MUST BE Submitted NO later than the 60% design package stage
- b. Updated 'Application for Connection' form should be:
 - Resubmitted at 30% (with basic details/sketches of points of connection)
 - Resubmitted at 60% (with refined details: Any Rooms, Pathways, and Cables noted)
 - Resubmitted at 90% (with proper termination and nomenclature of any connected comm infrastructure)
 - Resubmitted at 100% with **ALL** Communication technical documents for project

IV. HOW to complete an 'Application for Connection'

- a. The 'Application for Connection' form is formatted to gather a large amount of information by check boxes and pull-down selections. By utilizing the instructions included herein, it is expected that these applications will be submitted as complete through sections 1 and 2 and done so at all phases submitted. Erroneous or vague applications will be asked to be resubmitted²

¹ It is understood and recognized that all the attachments identified will not be available at the early stages of the project, however as project progresses through design phases, the requested information *that is applicable to your project* is required for application approval.

² We are here to help. Reach out for support via AVCommittees@portseattle.org and in 'Subject' line note: "Application Support Required"

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- b. The completed 'Application for Connection' form and supplemental information noted above shall be submitted via E-mail to AVCommittees@portseattle.org
 - **Please submit 'Application for Connection' form in original WORD Document format.** You may also submit a PDF package with Form, drawings, etc. but F&I will require access to original document format to complete our portion of the application.

V. WHERE are completed 'Application for Connection' forms kept

- a. The 'Application for Connection' forms are kept:
 - On the Committee Meeting SharePoint site ([Design Reviews - Home \(sharepoint.com\)](#)) under the Applications link located on the left side navigation
 - Hard copies are housed in AV/F&I files