



## APPLICATION FOR APPROVAL AS A SUPPLIER OF GROUNDHANDLING SERVICES OR A SELF-HANDLER

The following form shall be completed at the headquarters level of supplier of groundhandling services or airport users wishing to self-handle.

**Company name:**

--

*(Please state the legal name of the company. This name will be used on the CAA approval form)*

**Company details:**

Street	
City	
State/Province	
Postal Code	
Country	
Telephone	
Fax	

**Key contact details:**

Name	
Title	
Telephone	
Fax	
GSM	
Email	

**Ground handling services will be provided by:**

Managing body of the airport	<input type="checkbox"/>
Airport users wishing to self-handle	<input type="checkbox"/>
Other suppliers of ground handling services	<input type="checkbox"/>

**Approval type:**

Initial approval	<input type="checkbox"/>
Extension of the approval	<input type="checkbox"/>
Amendment of the approval	<input type="checkbox"/>

Date (dd.mm.yyyy.)	Name of the authorized representative	Signature

## 1. Location:

Nominate station at which you intend to provide ground handling services	
--	--

## 2. List of services:

### Schedule I

*(Please tick appropriate boxes in respect of each sub-category.)*

	Self-Handling	Third Party Handling
<b>1. Ground Administration and Supervision</b>		
1.1 Representation and liaison services with local authorities or any other entity, disbursements on behalf of the airport user and provision of office space for its representatives.	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Load control, messaging and telecommunications.	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Handling, storage and administration of unit load devices.	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Any supervision services before, during or after the flight and any administrative service requested by the airport user, other than those set out in 1.1, 1.2 and 1.3.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Passenger Handling</b>		
2.1 Any kind of assistance to arriving, departing, transfer or transit passengers including checking tickets and travel documents, registering baggage and carrying it to the sorting area.	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Freight and Mail Handling</b>		
3.1 For freight: handling of related documents, customs procedures and implementation of any security procedure agreed between the parties or required in the circumstances.	<input type="checkbox"/>	<input type="checkbox"/>
3.2 For Mail: handling of related documents and implementation of any security procedure between the parties or required by the circumstances.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Aircraft Services</b>		
4.1 External and internal cleaning of the aircraft, and the toilet and water services.	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Cooling and heating of the cabin, the removal of snow and ice, the de-icing of the aircraft.	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Re-arrangement of the cabin with suitable cabin equipment and the storage of this equipment.	<input type="checkbox"/>	<input type="checkbox"/>

<b>5. Aircraft Maintenance</b>		
5.1 Routine maintenance services performed before flight.	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Non-routine maintenance services requested by the airport user.	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Provision and administration of spare parts and suitable equipment.	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Request for or reservation of a suitable parking and/or hangar space.	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Flight Operations and Crew Administration</b>		
6.1 Preparation of the flight at the departure airport or at any other point.	<input type="checkbox"/>	<input type="checkbox"/>
6.2 In-flight assistance, including re-dispatching if needed.	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Post-flight activities.	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Crew administration.	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Surface Transport</b>		
7.1 Organisation and execution of crew, passenger, baggage, freight and mail transport between different terminals of the same airport, but excluding the same transport between the aircraft and any other point within the perimeter of the same airport.	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Organisation and execution of special transport requested by the airport user.	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Catering Services</b>		
8.1 Liaison with suppliers and administrative management.	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Storage of food and beverages and of the equipment needed for their preparation.	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Cleaning of equipment required for 8.2.	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Preparation and delivery of equipment as well as of bar and food supplies.	<input type="checkbox"/>	<input type="checkbox"/>

## Schedule II

(Please tick appropriate boxes in respect of each sub-category.)

<b>1. Baggage Handling</b>	<b>Self-Handling</b>	<b>Third Party Handling</b>
1.1 Handling baggage in the sorting area, sorting it, preparing it for departure, loading it onto and unloading it from the devices designed to move it from the aircraft to the sorting area and vice versa, as well as transporting baggage from the sorting area to the reclaim area.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Freight and Mail Handling</b>		
2.1 Physical handling of freight and mail whether incoming, outgoing or being transferred, between the air terminal and the aircraft.	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Ramp Handling</b>		
3.1 Marshalling the aircraft on the ground at arrival and departure.	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Assistance to aircraft parking and provision of suitable devices.	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Communication between the aircraft and the air-side supplier of services.	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Loading and unloading of the aircraft, including the provision and operation of suitable means, as well as the transport of crew and passengers between the aircraft and the terminal, and baggage transport between the aircraft and the terminal.	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Provision and operation of appropriate units for engine starting.	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Moving of the aircraft at arrival and departure, as well as the provision and operation of suitable devices.	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Transport, loading on to and unloading from the aircraft of food and beverages.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Fuel and Oil Handling</b>		
4.1 Organisation and execution of fuelling and defuelling operations, including the storage of fuel and the control of the quality and quantity of fuel deliveries.	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Replenishing of oil and other fluids.	<input type="checkbox"/>	<input type="checkbox"/>

### 3. Financial capability:

You should provide proof of financial capability through submission of the following documents:

a) suppliers of groundhandling should submit evidence:

Evidence	Submitted	Not submitted
Copy of business registration certificate	<input type="checkbox"/>	<input type="checkbox"/>
The company account has not been blocked within the last six months	<input type="checkbox"/>	<input type="checkbox"/>
The company does not have any unpaid taxes	<input type="checkbox"/>	<input type="checkbox"/>
Audited annual accounts for the two most recent financial years	<input type="checkbox"/>	<input type="checkbox"/>

b) Airport users wishing to self-handle should submit:

Evidence	Submitted	Not submitted	N/A
Existing insurance policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valid operating license (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 4. Insurance liability:

a) suppliers of groundhandling should submit:

Location of services provided	Minimum insurance requirement	Evidence
Provision of groundhandling services on the landside	Minimum 2.5 million Euro	<input type="checkbox"/>
Provision of the groundhandling services on the airside	Minimum 50 million Euro	<input type="checkbox"/>
Provision of fuel and oil handling services	Minimum 250 million Euro	<input type="checkbox"/>

b) Airport users wishing to self-handle should submit:

Evidence	Submitted	Not submitted
Corporate insurance policy	<input type="checkbox"/>	<input type="checkbox"/>

**5. Company procedure manual:**

1. Please enclose adequate document(s) (procedures or manuals) containing:
  - a. organizational chart
  - b. list of management personnel and CV
  - c. description of responsibilities and duties
  - d. equipment in use
  - e. qualification requirements for personnel
  - f. corresponding training requirements and training plan
  - g. safety management procedures
  - h. standard handling procedures
  - i. specific handling procedures related to specific operators-customers
  
2. Please enclose any additional supporting documents, including company presentations, etc.

Evidence	Submitted	Not submitted
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**6. Proof of fee payment (50%), in accordance with the regulation on the fees levied by the CAA:**

*(Please tick appropriate box)*

Evidence	Submitted	Not submitted
Initial approval of groundhandling company	<input type="checkbox"/>	<input type="checkbox"/>
Extension of approval	<input type="checkbox"/>	<input type="checkbox"/>
Amendment of approval (add new airport or increase/decrease scope of approved ground handling or self-handling activities)	<input type="checkbox"/>	<input type="checkbox"/>

## NOTES

1. *The application should be submitted to CAAK.*
2. *Documentary evidence in support of all matters in this application may be requested.*
3. *Applicants are advised to contact the Groundhandling Unit at the airport at which it is proposed to engage in groundhandling activities in order to be aware of additional obligations which must be met by groundhandlers.*
4. *The administrative action to grant or refuse the approval must be completed within three months from the receipt of the formal application by the applicant, in accordance with the legislation in force.*