

Self Handling Authorisation terminal flights

Application for a Self Handling Authorisation for the execution of ground handling activities for terminal flights at Zürich Airport

Information for applicants

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1. Initial Situation

When the Bilateral Agreements between Switzerland and EU came into force on June 1st 2002, the Swiss Federation has adjusted the Verordnung über die Infrastruktur der Luftfahrt (SR 748.131.1; VIL) according to the regulations of Directive 96/67/EG (Ground Handling Directive).

Based on Art. 29b VIL, Flughafen Zürich AG has organised the market entry for ground handling according to Directive 96/67/EG in its Operating Regulations.

Since July 1st 2008, overall handling obligation is in force at Zurich Airport, meaning that all flight operations of scheduled and charter flights as well as in general and business aviation, have to be handled according to Directive 96/67/EG, VIL and the Operating Regulations of Zurich Airport.

Basis for all handling activities is a Handling Authorisation (Self Handling Authorisation or Third Party Handling Authorisation) issued by Flughafen Zürich AG.

A **Self Handling Authorisation** authorises a handling agent to handle his own flight operations.

A **Third Party Handling Authorisation** authorises a handling agent to handle his own flight operations and also to offer these services to third parties.

On basis of the Operation Regulations of Zurich Airport (appendix 1, supplement 3), Handling Authorisations may be granted exclusively for GA/BA. All handling agents with a Third Party Authorisation are published in the Aeronautical Information Publication as service providers at Zurich Airport.

The Handling Authorisation sets the rules especially for

- The right to execute handling activities at Zurich Airport
- The obligations of the handling agent
- The remuneration, especially for the use of general infrastructure and central infrastructure, and commercial fees and
- Minimum quality standards

The use of the terms "service provider", "user" and "ground handling activities" refers to the definitions in the Operation Regulations of Zurich Airport (appendix 1 and supplements).

Third Party Handling Authorisation, Appendix I

Activities in GA/BA

The following chart defines the handling activities in detail according to Directive 96/67/EG. Each authorisation is issued for seven years and the applicant shall apply by highlighting the activities that he plans to execute at Zurich Airport.

The activities displayed in grey are subject to limited market access according to the Operation Regulations of Zurich Airport, Appendix 1, Supplement 3. Interested parties may only be authorised for such handling activities after successfully applying in the respective public tender. This tender takes place every seven years, prior to the start of the authorisation period.

	Handling Activity	Permitted activities for x
1	Representation, Administration and Supervision	-----
1.1	Representation at Authorities	-----
1.2	Supervision of Loading, Communication	-----
1.3	Treatment, Warehousing, Handling and Load Administration	-----
1.4	a. Other Monitoring Services Before, During and After the Flight	-----
	b. Other Administrative Services	-----
2	Passenger Services	-----
2.1	Check-In Counter/Gate	-----
2.2	Boarding	-----
2.3	Baggage Determination	-----
2.4	Weight & Balance	-----
2.5	Document Checks	-----
2.6	Special Passenger Services	-----
3	Baggage Handling	-----
3.1	Handling of Baggage in the Baggage Sorting Facilities	-----
3.2	Handling of Baggage Documents	-----
3.3	Customs Formalities	-----
3.4	Security Measures	-----
3.5	Transportation of Baggage Between Sorting Facilities and Output Facilities	-----
4	Handling of Freight and Mail	-----
4.1	a. Handling of Freight	-----
	b. Handling of Freight Documents	-----
	c. Customs Formalities	-----
	d. Security Measures	-----
4.2	Transportation of Freight (From and to Aircraft)	-----
4.3	a. Handling of Mail	-----
	b. Handling of Respective Documents	-----
	c. Customs Formalities	-----
	d. Security Measures	-----
4.4	Transportation of Mail (From and to Aircraft)	-----
5	Ramp Services	-----
5.1	Guidance of Aircraft at Arrival and Departure	-----
5.2	Assistance in Aircraft Parking and Providing Handling Equipment	-----
5.3	Communication between Aircraft and Service Provider	-----
5.4.1.	Aircraft Loading and Unloading	-----
5.4.2.	Passenger Transport (From and to Aircraft, Prevention of Handling Over Dangerous Materials According to NASP)	-----
5.4.3	Crew Transport (From and to Aircraft, Prevention of Handling Over Dangerous Materials According to NASP)	-----
5.4.4	Baggage Transport (From and to Aircraft, Prevention of Handling Over Dangerous Materials According to NASP)	-----
5.5	Assistance in Engine Start-up	-----
5.6	Push Back and Towing	-----
5.7	a. Transport of Catering	-----
	b. Loading and Unloading of Catering	-----
6	Cleaning/Aircraft Service	-----
6.1	a. Inboard and Outboard Cleaning	-----
	b. Toilet and Water Services	-----
6.2	a. Cooling and Heating of Cabin	-----
	b. Disposal of Snow and Ice	-----
	c. Aircraft De-icing	-----
6.3	Supply of On-Board Equipment	-----
7	Fuelling	-----

7.1	a. Organisation of Fuelling and Un-fuelling	-----
	b. Carrying out Fuelling and Un-fuelling	-----
	c. Storage, Quality and Quantity Checks of Fuel Supply	-----
7.2	a. Organisation of Refill of Oil and Other Fluids	-----
	b. Carrying out Refill of Oil and Other Fluids	-----
8	Line Maintenance	-----
8.1	Routine Line Maintenance	-----
8.2	Special Line Maintenance	-----
8.3	Storage and Administration of Maintenance Material and Spare Parts	-----
8.4	Provision of Parking Positions / Maintenance Hangars	-----
9	Operations Services	-----
9.1	Pre-Flight Assistance / Walk Out Assistance	-----
9.2	Flight Assistance	-----
9.3	Post-Flight Assistance	-----
9.4	General Assistance to Crew	-----
10	Transportation	-----
10.1	Transportation Between Buildings (not From and to Aircraft)	-----
10.2	Special Transportation Services	-----
11	Catering	-----
11.1	Cooperation with Suppliers and Administration	-----
11.2	Storage of Food, Drinks and Necessary Equipment for Meal Preparation	-----
11.3	Cleaning of Equipment	-----
11.4	Preparation and Delivery of Food, Drinks and Equipment	-----

2. Requirements to Applicants

Applicants manifest their interest by filling in the questionnaire. They have to hand in the following documentation:

a) Address of Record and Legal Form

Only applicants that have their address of record in a member state of the European Union or in Switzerland are admitted. The address of record has to be verified by handing in an **actual extract of the commercial register** or an equivalent document that also states the applicant's legal form. At the time of application, the documentation may not be older than three months.

b) Insurance

For exercising ground handling at Zurich Airport, applicants have to hand in proof of a **business liability insurance** with sufficient coverage. At the time of application, the documentation may not be older than three months and it shall prove the coverage at the operating site Flughafen Zürich at least for the next six months. Flughafen Zürich AG has to be displayed as co-insured party.

c) Compliance

The applicant has to hand in a **written statement** that confirms compliance to all regulations valid for Zurich Airport, especially to the effective Operation Regulations.

d) Reliability

The applicant and its management have to be reliable.

The reliability is given, if the applicant guarantees that his business is managed in line with the effective legislation and that his employees and the public will be kept from hazards that may arise of the applicant's operations.

Reliability is to be denied

- if the applicant is finally convicted because of a severe violation of penalty law or business law
- if the applicant has severely and repeatedly violated labour or social obligations or if he operated against safety, environmental or traffic regulations

The reliability has to be proven by handing in the **criminal records of the applicant's executives responsible for ground handling** operations. The records may not be older than three months from the date of application.

e) Financial Performance

The financial efficiency of the applicant has to be proved.

The financial efficiency is ensured if the necessary financial resources to manage and operate the ground handling services are available.

The financial efficiency is not ensured especially in the following cases:

- If there are significant liabilities in taxes or contributions to social insurances, due to the applicants operations
- If there are significant liabilities to Zurich Airport in airport charges, lease or rental fees or other fees that arise out of the utilisation of the airport and its infrastructure, including tarmacs and runways, or that arise out of ground handling licenses

The proof of financial efficiency has to be provided by handing in

- an **extract from the enforced payment collection register records** not older than three months from the date of application
- the applicant's **latest balance sheet** or the respective **audit certificate**

f) Professional Qualification

The applicant and its deputies have to be verifiably qualified for ground handling operations.

The professional qualification is given if the applicant can prove several years of professional experience in ground handling and if his employees responsible for ground handling can prove their special knowledge in their respective area of responsibility.

The applicant is required to hand in the following documentation to prove his professional qualification:

- Declaration on **number and function of his employees** during the last three years.

- Declaration on the **deployable number of staff and operation means** in order to fulfil the self handling obligations

3. Other Requirements and Obligations

3.1. Admission by Authorities

The applicant has to regard that the Civil Aviation Authority may require official admissions for certain ground handling activities according to Art. 14 of Directive 96/67/EG at any time. This requirement may also be introduced during the duration of already valid ground handling authorisations. In such cases, the applicant will be granted a suitable amount of time to fulfil the criteria of such admission.

3.2. Execution of Ground Handling Activities

Ground handling activities are to be executed by the applicant's own personnel. Subcontracting is allowed only with approval by Flughafen Zürich AG.

3.3. Claim to Infrastructure

Flughafen Zürich AG provides its infrastructure for ground handling activities whenever possible. Applicants can not require any additional infrastructure. Flughafen Zürich AG reserves the right to assign certain infrastructure to the applicant.

3.4. Bindingness of Information

By handing in the entirely filled-in application documents, the applicant confirms that he is willing to execute the respective ground handling activities. He also accepts the present information material as integrated component of his application and he confirms that he has answered all questions at the best of his knowledge.